

HR-Approved Probationary Period Employee Assessment Form

The **HR-approved probationary period employee assessment form** is designed to evaluate an employee's performance during their initial employment phase. This form ensures a structured review process, highlighting key competencies and areas for improvement. It supports effective decision-making on employee retention and development.

Employee Information

Employee Name	<input type="text"/>	Employee ID	<input type="text"/>
Department	<input type="text"/>	Position	<input type="text"/>
Supervisor Name	<input type="text"/>	Date of Assessment	<input type="text"/>
Employment Start Date	<input type="text"/>	Probation End Date	<input type="text"/>

Performance Evaluation

Key Competency	Rating (1-5)	Comments / Evidence
Job Knowledge & Quality	<input type="text"/>	<input type="text"/>
Productivity & Efficiency	<input type="text"/>	<input type="text"/>
Attendance & Punctuality	<input type="text"/>	<input type="text"/>
Communication Skills	<input type="text"/>	<input type="text"/>
Teamwork & Cooperation	<input type="text"/>	<input type="text"/>
Adaptability	<input type="text"/>	<input type="text"/>
Initiative & Motivation	<input type="text"/>	<input type="text"/>

Strengths & Areas for Improvement

Employee Strengths:

Areas for Improvement:

Supervisor Recommendations

- Continue Employment
- Extend Probation
- Terminate Employment

Signatures

Employee Signature	<div></div>	Date	<div></div>
Supervisor Signature	<div></div>	Date	<div></div>
HR Representative	<div></div>	Date	<div></div>