

Performance Appraisal Report

Probation Period Employees

The **performance appraisal report** for probation period employees provides a comprehensive evaluation of their skills, behavior, and overall contribution during the probationary phase. It helps identify strengths and areas for improvement, ensuring alignment with organizational goals. This report is essential for making informed decisions about permanent employment.

Employee Details

Name	
Employee ID	
Designation	
Department	
Date of Joining	
Review Period	

Performance Criteria

Criteria	Rating (1-5)	Comments
Job Knowledge	—	
Quality of Work	—	
Productivity	—	
Attendance/Punctuality	—	
Communication Skills	—	
Teamwork & Collaboration	—	
Initiative	—	
Adaptability	—	
Discipline & Attitude	—	

Strengths

Areas for Improvement

Overall Recommendation

- ☐ Confirm for Permanent Position
- ☐ Extend Probation Period
- ☐ Not Recommended for Confirmation

Remarks

Appraiser's Name & Signature

Appraisee's Name & Signature

Date
