

# Probationary Employee Competency Evaluation Form Example

The **probationary employee competency evaluation form** example provides a structured template to assess new hires' skills and performance during their probation period. It helps managers identify strengths and areas for improvement, ensuring employees meet job expectations. This form facilitates fair and consistent evaluations, supporting effective onboarding and development.

**Employee Name:**

**Position:**

**Department:**

**Date of Evaluation:**

## Performance Competency Assessment

Competency Area	Description	Rating (1-5)	Comments
Job Knowledge	Understands duties and responsibilities	<input type="text"/>	<input type="text"/>
Quality of Work	Accuracy, attention to detail, and thoroughness	<input type="text"/>	<input type="text"/>
Productivity	Amount and timeliness of work completed	<input type="text"/>	<input type="text"/>
Teamwork	Works cooperatively with others	<input type="text"/>	<input type="text"/>
Communication Skills	Effectively conveys and receives information	<input type="text"/>	<input type="text"/>
Initiative	Seeks out new tasks and responsibilities	<input type="text"/>	<input type="text"/>
Reliability & Attendance	Punctuality, dependability, and attendance record	<input type="text"/>	<input type="text"/>

## Strengths and Areas for Improvement

**Strengths:**

**Areas for Improvement:**

## Recommendation

- Confirm for Regular Employment
- Extend Probation
- Terminate Employment

**Evaluator's Name & Position:**

**Signature:**

**Date:**