

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	<div></div>	<div></div>
Quality of Work	Accuracy, attention to detail, and thoroughness	<div></div>	<div></div>
Productivity	Amount and timeliness of work completed	<div></div>	<div></div>
Teamwork	Works cooperatively with others	<div></div>	<div></div>
Communication Skills	Effectively conveys and receives information	<div></div>	<div></div>
Initiative	Seeks out new tasks and responsibilities	<div></div>	<div></div>
Reliability & Attendance	Punctuality, dependability, and attendance record	<div></div>	<div></div>

Strengths and Areas for Improvement

Strengths:

Areas for Improvement:

Recommendation

- ☐ Confirm for Regular Employment
- ☐ Extend Probation
- ☐ Terminate Employment

Evaluator's Name & Position:

Signature:

Date: