

Department-Specific Probationary Employee Evaluation Form

This **department-specific probationary employee evaluation form** sample provides a structured template to assess new hires' performance within their respective departments. It ensures consistent evaluation criteria, helping managers track progress and identify areas for improvement. Utilizing this form enhances clarity and supports informed decision-making during the probation period.

Employee Information

| | |
|--------------------|--|
| Employee Name | <input type="text"/> |
| Department | <input type="text"/> |
| Position | <input type="text"/> |
| Hire Date | <input type="text"/> |
| Evaluation Period | <input type="text" value="e.g. First 3 months"/> |
| Supervisor/Manager | <input type="text"/> |

Evaluation Criteria

| Criteria | Rating (1-5) | Comments |
|---|----------------------|----------------------|
| 1. Job Knowledge & Technical Skills | | |
| Understanding of responsibilities, quality of work, ability to use tools/equipment/software relevant to department. | <input type="text"/> | <input type="text"/> |
| 2. Productivity & Efficiency | | |
| Meets deadlines, manages workload, delivers expected results in a timely manner. | <input type="text"/> | <input type="text"/> |
| 3. Communication & Teamwork | | |
| Effectively collaborates with colleagues, communicates clearly, is receptive to feedback. | <input type="text"/> | <input type="text"/> |
| 4. Attendance & Punctuality | | |
| Reliability, punctual arrival, minimal absences or late arrivals. | <input type="text"/> | <input type="text"/> |
| 5. Department-Specific Competencies | | |
| Specialized knowledge, skills, or certifications required by the department (please specify): <input type="text"/> | <input type="text"/> | <input type="text"/> |

Strengths

Areas for Improvement

Overall Recommendation

- ☐ Confirm Employment
- ☐ Extend Probation
- ☐ End Employment

Evaluator's Comments & Next Steps

Signatures

Evaluator's Name & _____ Date:
Signature:

Employee's Name & _____ Date:
Signature: