

# Probationary Employee Performance Evaluation Form Sample

The **Probationary Employee Performance Evaluation Form** sample is a useful tool for supervisors to assess new hires during their probation period. It ensures a structured review of job performance, skills, and suitability for permanent employment. This evaluation helps organizations make informed decisions on employee retention and development.

Employee Information

Employee Name:

Position:

Department:

Evaluation Period:

MM/DD/YYYY - MM/D

Performance Criteria

1. Job Knowledge:

Excellent

2. Work Quality:

Excellent

3. Attendance & Punctuality:

Excellent

4. Communication Skills:

Excellent

5. Adaptability:

Excellent

Supervisor's Comments

Provide feedback on employee's performance, strengths, and areas for improvement.

Recommendation

☐ Retain as regular employee

☐ Extend probationary period

☐ Do not retain

Signatures

Supervisor:

Date:

Employee Acknowledgement:

Employee Signature

Submit Evaluation