

# 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

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