

Supervisor-provided Probationary Employee Evaluation Form

The **Supervisor-provided probationary employee evaluation form** example is a structured tool used to assess new hires' performance during their probation period. It helps supervisors provide clear feedback on employees' skills, behavior, and overall job fit. This form ensures consistent evaluation and supports informed decision-making regarding permanent employment.

Employee Information

Employee Name	Position	
Department	Start Date	
Supervisor Name	Evaluation Date	
Probation Period		

Performance Criteria

Criteria	Rating	Comments
Quality of Work	Satisfactory ▾	
Productivity	Satisfactory ▾	
Attendance/Punctuality	Satisfactory ▾	
Communication Skills	Satisfactory ▾	
Teamwork	Satisfactory ▾	
Adherence to Policies	Satisfactory ▾	
Initiative	Satisfactory ▾	

Summary Comments

Supervisor Recommendations

<input type="checkbox"/> Continue employment
<input type="checkbox"/> Extend probation period
<input type="checkbox"/> Terminate employment

Signatures

Supervisor Signature	Date
Employee Signature	Date