

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	<div>Satisfactory</div>	
Productivity	<div>Satisfactory</div>	
Attendance/Punctuality	<div>Satisfactory</div>	
Communication Skills	<div>Satisfactory</div>	
Teamwork	<div>Satisfactory</div>	
Adherence to Policies	<div>Satisfactory</div>	
Initiative	<div>Satisfactory</div>	

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	