

Probationary Employee Performance Assessment Form

The **probationary employee performance assessment form sample** provides a structured template to evaluate an employee's performance during their probation period. It helps managers document progress, identify strengths, and address areas for improvement. Using this form ensures a transparent and fair review process.

Employee Information

Employee Name:

Job Title:

Department:

Supervisor/Manager:

Probation Period:

Review Date:

Performance Factors

Performance Area	Rating (E=Excellent, G=Good, S=Satisfactory, NI=Needs Improvement)	Comments
Quality of Work	<input type="text" value="E"/>	<input type="text"/>
Productivity	<input type="text" value="E"/>	<input type="text"/>
Attendance & Punctuality	<input type="text" value="E"/>	<input type="text"/>
Teamwork & Cooperation	<input type="text" value="E"/>	<input type="text"/>
Initiative & Motivation	<input type="text" value="E"/>	<input type="text"/>
Communication Skills	<input type="text" value="E"/>	<input type="text"/>

Strengths Observed

Areas for Improvement

Action Plan / Recommendations

Overall Assessment

- Confirm Employment
- Extend Probation
- Terminate Employment

Reviewer Details

Reviewed By:

Date:

Submit Assessment