

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	<div>E</div>	<div></div>
Productivity	<div>E</div>	<div></div>
Attendance & Punctuality	<div>E</div>	<div></div>
Teamwork & Cooperation	<div>E</div>	<div></div>
Initiative & Motivation	<div>E</div>	<div></div>
Communication Skills	<div>E</div>	<div></div>

Strengths Observed

Areas for Improvement

Action Plan / Recommendations

Overall Assessment

- ☐ Confirm Employment
- ☐ Extend Probation
- ☐ Terminate Employment

Reviewer Details

Reviewed By:

Date:

Submit Assessment