

# Probation Period Performance Review Checklist

The **probation period performance review checklist** is an essential tool for evaluating new employees' progress and suitability during their initial months. It ensures a structured assessment of key skills and work habits, facilitating informed decisions on permanent employment. This checklist helps managers provide clear feedback and identify areas for improvement early in the onboarding process.

## Employee Information

- Employee Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Department: \_\_\_\_\_
- Start Date: \_\_\_\_\_
- Review Date: \_\_\_\_\_
- Manager/Supervisor: \_\_\_\_\_

## Performance Criteria

Criteria	Meets Expectations	Needs Improvement	Comments
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	
Productivity & Efficiency	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance & Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	
Teamwork & Collaboration	<input type="checkbox"/>	<input type="checkbox"/>	
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative & Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding of Job Duties	<input type="checkbox"/>	<input type="checkbox"/>	
Adherence to Company Policies	<input type="checkbox"/>	<input type="checkbox"/>	

## Strengths Noted During Probation

- \_\_\_\_\_
- \_\_\_\_\_

## Areas for Improvement

- \_\_\_\_\_
- \_\_\_\_\_

## Overall Recommendation

- Confirm for permanent employment
- Extend probation period
- Not recommended for permanent employment

## Manager/Supervisor Comments

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## Signatures

- Manager/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_
- Employee: \_\_\_\_\_ Date: \_\_\_\_\_