

# 90-Day Probationary Employee Evaluation Form

This **90-day probationary employee evaluation form** sample provides a structured template to assess new hires' performance during their initial probation period. It helps employers evaluate key competencies, work habits, and overall fit within the organization. Using this form ensures a fair and comprehensive review process to support employee development and retention.

## Employee Information

Employee Name	
Job Title	
Department	
Supervisor	
Evaluation Date	

## Performance Evaluation

Competency	Rating (1=Poor, 5=Excellent)	Comments
Quality of Work	Select ▾	
Productivity	Select ▾	
Attendance & Punctuality	Select ▾	
Teamwork & Cooperation	Select ▾	
Initiative & Adaptability	Select ▾	
Communication Skills	Select ▾	

## Overall Performance Summary

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## Strengths

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## Areas for Improvement

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**Recommendation**

- Continue Employment
- Extend Probationary Period
- Terminate Employment

**Supervisor Signature**

Supervisor Name / Signature