

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	<input type="text"/>
Job Title	<input type="text"/>
Department	<input type="text"/>
Supervisor	<input type="text"/>
Evaluation Date	<input type="text"/>

Performance Evaluation

Competency	Rating (1=Poor, 5=Excellent)	Comments
Quality of Work	<div>Select ▾</div>	<input type="text"/>
Productivity	<div>Select ▾</div>	<input type="text"/>
Attendance & Punctuality	<div>Select ▾</div>	<input type="text"/>
Teamwork & Cooperation	<div>Select ▾</div>	<input type="text"/>
Initiative & Adaptability	<div>Select ▾</div>	<input type="text"/>
Communication Skills	<div>Select ▾</div>	<input type="text"/>

Overall Performance Summary

Strengths

Areas for Improvement

Recommendation

- ☐ Continue Employment
- ☐ Extend Probationary Period
- ☐ Terminate Employment

Supervisor Signature

Supervisor Name / Signature