

Manager Feedback Form: Probation Period Review

Use this **manager feedback form** sample to effectively evaluate employee performance during the probation period. It helps in providing clear, structured, and constructive feedback to support professional growth. This form ensures a comprehensive review process for probation assessments.

Employee Information

Employee Name:

Department:

Manager Name:

Review Period:

Performance Evaluation

1. Job Knowledge & Skills:

Comment on employee's understanding and handling of

2. Quality of Work:

Comment on accuracy, thoroughness, and attention to

3. Productivity & Initiative:

Comment on output, meeting deadlines, and initiative shown

4. Attendance & Punctuality:

Comment on reliability and attendance record...

5. Teamwork & Communication:

Comment on ability to work with others and communicate

Overall Assessment

Overall Performance:

Exceeds Expectations

Additional Comments:

Recommendation

Manager Recommendation:

☐ Confirm Employment

☐ Extend Probation

☐ Do Not Confirm Employment

Manager Signature:

Date:

Submit Review