

New Hire Staff Evaluation Form

The **new hire staff evaluation form sample** provides a structured template to assess the performance and integration of recently onboarded employees. It helps managers systematically review skills, adaptability, and job knowledge, ensuring a smooth transition into the company culture. This form is essential for identifying training needs and enhancing workforce development.

Employee Information

Employee Name		Position	
Department		Date of Evaluation	
Supervisor/Manager		Start Date	

Evaluation Criteria

Criteria	Rating (1=Poor – 5=Excellent)	Comments
Job Knowledge	<div>Select</div>	
Quality of Work	<div>Select</div>	
Dependability	<div>Select</div>	
Adaptability	<div>Select</div>	
Teamwork	<div>Select</div>	
Communication Skills	<div>Select</div>	
Attendance & Punctuality	<div>Select</div>	

Overall Performance

Strengths & Accomplishments
Areas for Improvement/Training Needs

Supervisor's Recommendation

- ☐ Probation completed successfully
- ☐ Extend probation period
- ☐ Additional training recommended

Signatures

Evaluator's Name & Signature	
Date	
Employee's Name & Signature	
Date	