

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 â€“ 5=Excellent)	Comments
Job Knowledge	Select ▾	
Quality of Work	Select ▾	
Dependability	Select ▾	
Adaptability	Select ▾	
Teamwork	Select ▾	
Communication Skills	Select ▾	
Attendance & Punctuality	Select ▾	

Overall Performance

Strengths & Accomplishments
Areas for Improvement/Training Needs

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Supervisor's Recommendation

<input type="checkbox"/> Probation completed successfully
<input type="checkbox"/> Extend probation period
<input type="checkbox"/> Additional training recommended

Signatures

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