

Detailed Probationary Employee Evaluation Form Template PDF

This **probationary employee evaluation** form template in PDF format offers a comprehensive tool for assessing new hires' performance and integration during their probation period. It enables managers to provide structured feedback and document key performance metrics clearly. Using this template ensures consistent and fair evaluations, aiding in informed employment decisions.

Probationary Employee Evaluation Form

Employee Name:		Employee ID:	
Position Title:		Department:	
Date of Evaluation:		Evaluator Name & Title:	
Probation Start Date:		Probation End Date:	

Performance Criteria

Criteria	Rating (1-5)	Comments
Job Knowledge & Skills		
Quality of Work		
Productivity & Efficiency		
Initiative & Problem-Solving		
Reliability & Punctuality		
Communication Skills		
Teamwork & Collaboration		
Adaptability to Work Environment		

Summary of Strengths

Areas for Improvement

Training or Support Recommended

Evaluator's Recommendation

- ☐ Confirm employment
- ☐ Extend probation
- ☐ Terminate employment

Evaluator's Signature: _____ Date: _____

Employee's Signature: _____ **Date:** _____

(Employee's signature indicates receipt, not necessarily agreement with the evaluation.)