

# Probationary Employee Performance Evaluation Form

This **printable probationary employee performance evaluation form** is designed to assess the progress and suitability of new hires during their probation period. It provides a structured format to evaluate key performance areas, skills, and overall job fit. Easily downloadable and user-friendly, it helps streamline the employee review process.

Employee Name:		Employee ID:	
Position:		Department:	
Supervisor:		Evaluation Period:	

Performance Evaluation Criteria		
Criteria	Rating (1-5)	Comments
Quality of Work		
Productivity		
Attendance / Punctuality		
Job Knowledge		
Initiative		
Communication		
Teamwork		
Adaptability		

## Strengths / Areas of Excellence

## Areas for Improvement / Development

## Overall Evaluation & Recommendation

- Satisfactory: Confirm employment
- Needs Improvement: Extend probation
- Unsatisfactory: Terminate employment

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Employee's Signature**

---

**Date**