

Probationary Employee Performance Review Form

This **Probationary Employee Performance Review Form** sample provides a structured template to evaluate a new hire's job performance during the probation period. It helps supervisors assess key competencies, skills, and overall suitability for the role. Using this form ensures clear communication and documentation for successful employee development.

Employee Information

Employee Name		Position	
Department		Supervisor	
Start Date		Review Date	
Probation Period			

Performance Evaluation

Competency/Skill	Rating (1=Unsatisfactory, 5=Excellent)	Comments
Job Knowledge		
Quality of Work		
Productivity		
Initiative		
Reliability & Punctuality		
Communication Skills		
Teamwork		
Adaptability		
Customer Service (if applicable)		

Overall Performance Summary

Summary of employee performance, strengths, areas for improvement, and progress during probation period.

Development Plan / Recommendations

Training needs, goals, or actions required for continued development or improvement.

Probation Status Recommendation

Confirm in position

Extend probation

Terminate employment

Signatures

Supervisor Signature

Date

Employee Signature

Date