Sample Probationary Employee Evaluation Form

This **probationary employee evaluation form** is designed to assess the performance and suitability of new hires during their initial probation period. It helps employers provide structured feedback and identify areas for improvement. Using this form ensures a fair and consistent evaluation process.

Employee Information

Employee Name		**Job Title**	
Department		**Supervisor**	
Date of Hire		**Evaluation Period**	

Performance Evaluation Criteria

Criteria	Excellent	Good	Needs Improvement	Unsatisfactory	Comments
Quality of Work	○	○	○	○	
Productivity	○	○	○	○	
Attendance & Punctuality	○	○	○	○	
Teamwork	○	○	○	○	
Communication Skills	○	○	○	○	
Initiative	○	○	○	○	

Strengths & Areas for Improvement

Strengths:

Areas for Improvement:

Evaluator Comments & Recommendation

Additional Comments:

Recommendation:

○ Confirm Employment
○ Extend Probation
○ Terminate Employment

Evaluator Name		**Date**	
Employee Signature			