

Performance Evaluation Report

For Probationary Employees

This **performance evaluation report** assesses the progress and competencies of probationary employees, providing valuable feedback for their development. It highlights strengths, identifies areas for improvement, and guides future training efforts. Effective evaluations ensure alignment with organizational goals and support employee growth during the probationary period.

Employee Information

| | | | |
|-----------------|--|---------------|--|
| Name | | Position | |
| Department | | Supervisor | |
| Probation Start | | Probation End | |

Performance Criteria

| Criteria | Rating (1-5) | Comments |
|--------------------------|--------------|----------|
| Job Knowledge | | |
| Quality of Work | | |
| Productivity | | |
| Communication Skills | | |
| Team Collaboration | | |
| Attendance & Punctuality | | |
| Adaptability | | |

Strengths

-
-
-

Areas for Improvement

-
-
-

Recommendations and Feedback

Overall Assessment

Signatures

| | | | |
|------------|--|------|--|
| Employee | | Date | |
| Supervisor | | Date | |

This report is confidential and intended for use by HR and relevant management only.