

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.