

Probation Period Employee Evaluation Report

The **probation period employee evaluation report** provides a detailed assessment of an employee's performance during their initial months of employment. It highlights strengths, areas for improvement, and recommendations for continued employment. This report is crucial for making informed decisions about the employee's future with the company.

Employee Information

Employee Name:

Job Title:

Department:

Start Date:

Evaluation Date:

Evaluation Criteria

Criteria	Rating (1-5)	Comments
Job Knowledge	<input type="text"/>	<input type="text"/>
Quality of Work	<input type="text"/>	<input type="text"/>
Attendance & Punctuality	<input type="text"/>	<input type="text"/>
Teamwork & Cooperation	<input type="text"/>	<input type="text"/>
Initiative	<input type="text"/>	<input type="text"/>
Communication Skills	<input type="text"/>	<input type="text"/>

Strengths

Areas for Improvement

Recommendations

Decision

☐ Confirm Employment

- ☐ Extend Probation
- ☐ Terminate Employment

Evaluator's Name & Signature:

Evaluation Date: