

# Probationary Employee Evaluation Form Sample

This **probationary employee evaluation form sample** provides a structured template to assess new hires' performance, skills, and behavior during their probation period. It helps managers deliver clear feedback and make informed decisions about permanent employment. Using this form ensures consistency and fairness in employee evaluations.

## Employee Information

Employee Name	Position	
Department	Employee ID	
Start Date	Probation End Date	

## Performance Criteria

Criteria	Needs Improvement	Meets Expectations	Exceeds Expectations	Comments
Quality of Work				
Productivity				
Attendance & Punctuality				
Teamwork				
Communication Skills				
Initiative				
Adaptability				
Professionalism				

## Manager's Overall Comments

## Employee Comments

## Evaluation Outcome

- Confirmation to Permanent Status
- Extension of Probation Period
- Employment Termination

Manager's Name & Signature		Date	
Employee's Name & Signature		Date	

Note: Both the manager and employee should review this evaluation together. The employee's signature indicates discussion, not

necessarily agreement.