

# Probationary Employee Performance Review Form

This form is used to evaluate the performance of employees during their probationary period. Please complete all sections to determine suitability for regular employment status.

## 1. Employee Information

<b>Employee Name:</b>	<input type="text"/>	<b>Job Title:</b>	<input type="text"/>
<b>Department:</b>	<input type="text"/>	<b>Supervisor Name:</b>	<input type="text"/>
<b>Date of Hire:</b>	<input type="text"/>	<b>Review Period:</b>	<input type="text"/>

## 2. Performance Evaluation

Evaluate the employee's performance in each area. Use the comments section to provide specific examples. (Rating Scale: Exceeds Expectations, Meets Expectations, Needs Improvement, Unsatisfactory)

Performance Factor	Rating	Comments / Examples
<b>Job Knowledge &amp; Skills</b> Understands duties, procedures, and required skills.	<input type="text" value="Enter rating"/>	<input type="text"/>
<b>Quality of Work</b> Accuracy, neatness, and thoroughness of output.	<input type="text" value="Enter rating"/>	<input type="text"/>
<b>Productivity &amp; Efficiency</b> Volume of work completed within time limits.	<input type="text" value="Enter rating"/>	<input type="text"/>
<b>Reliability &amp; Attendance</b> Punctuality, attendance, and dependability.	<input type="text" value="Enter rating"/>	<input type="text"/>
<b>Communication &amp; Teamwork</b> Collaboration with colleagues and supervisors.	<input type="text" value="Enter rating"/>	<input type="text"/>

## 3. Overall Assessment & Feedback

<b>Key Strengths:</b> <input type="text"/> <input type="text"/>
<b>Areas for Improvement / Development:</b> <input type="text"/> <input type="text"/>
<b>Overall Performance Rating:</b> <input type="text" value="Enter overall rating"/>

## 4. Retention Recommendation

Based on this review, please state the recommended action (e.g., Recommend Regular Employment, Extend Probationary Period, Terminate Employment):

<b>Recommended Action:</b>	e.g., Recommend Regular Employment
<b>Justification / Conditions of Extension (if applicable):</b>	

## 5. Acknowledgement & Signatures

Signatures below indicate that the performance review has been discussed. The employee's signature does not necessarily indicate agreement with the evaluation.

<b>Supervisor Signature:</b> X: <input type="text"/>	<b>Date:</b> <input type="text"/>
<b>Employee Signature:</b> X: <input type="text"/>	<b>Date:</b> <input type="text"/>