

Probationary Employee Evaluation Blank Sheet

Employee Information

Name		Department	
Position		Date of Hire	
Evaluation Period			
Evaluator		Date of Evaluation	

Performance Evaluation

Criteria	Rating	Comments
Quality of Work		
Punctuality / Attendance		
Teamwork		
Communication		
Initiative		
Adaptability		

Strengths

Areas for Improvement

Evaluator's Summary & Recommendation

Evaluator's Signature:

Date:

