

# Probationary Employee Evaluation

Employee Name

Position Title

Department

Date Hired

Evaluation Date

## Performance Criteria

Criteria	Rating (1-5)	Comments
Quality of Work		
Quantity of Work		
Punctuality/Attendance		
Dependability		
Initiative		
Teamwork		
Communication		

## Strengths

## Areas for Improvement

## Recommendations

Evaluator's Name

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Evaluator's Title

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Evaluator's Signature

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Date

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