

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

Evaluator's Title

Evaluator's Signature

Date
