

Probationary Employee Evaluation Report

Employee Information

Employee Name	<input type="text"/>	
Position/Title	<input type="text"/>	
Department	<input type="text"/>	
Employee ID	<input type="text"/>	
Date of Hire	<input type="text"/>	
Evaluation Period	From <input type="text"/>	To <input type="text"/>

Performance Evaluation

Criteria	Rating	Comments
Quality of Work	<input type="text" value="Select"/>	<input type="text"/>
Quantity of Work	<input type="text" value="Select"/>	<input type="text"/>
Dependability	<input type="text" value="Select"/>	<input type="text"/>
Attendance and Punctuality	<input type="text" value="Select"/>	<input type="text"/>
Teamwork & Cooperation	<input type="text" value="Select"/>	<input type="text"/>
Other (Specify)	<input type="text" value="Select"/>	<div><input type="text" value="Specify"/></div> <div><input type="text"/></div>

Overall Assessment

Strengths:

Areas for Improvement:

Recommendations:

Evaluator's Recommendation

Recommendation:

Additional Comments:

Evaluator's Name & Signature

Date

Employee's Name & Signature

Date