

Initial Employment Assessment Document for Probation

Employee Name

Position/Title

Department

Date of Assessment

Supervisor/Assessor

Probation Period End Date

1. Job Knowledge & Understanding

Comments:

2. Quality of Work

3. Attendance & Punctuality

4. Communication & Teamwork

5. Initiative & Adaptability

6. Overall Performance Comments

7. Recommendation

Supervisor/Assessor Signature

Date

Employee Signature

Date