

New Employee Probation Review Report

Employee Name:

Employee ID:

Department:

Position:

Hire Date:

Review Date:

Supervisor:

Performance Evaluation

Criteria	Comments	Rating (1-5)
Quality of Work	<input type="text"/>	<input type="text"/>
Productivity	<input type="text"/>	<input type="text"/>
Reliability & Attendance	<input type="text"/>	<input type="text"/>
Teamwork	<input type="text"/>	<input type="text"/>
Initiative	<input type="text"/>	<input type="text"/>

Supervisor's Comments

Employee Comments (Optional)

Final Recommendation

- ☐ Confirm Permanent Employment
- ☐ Extend Probation
- ☐ Terminate Employment

Reviewer Signature:

Date:

