

# 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	_____	_____
Productivity	_____	_____
Reliability & Attendance	_____	_____
Teamwork	_____	_____
Initiative	_____	_____

## Supervisor's Comments

## Employee Comments (Optional)

## Final Recommendation

- Confirm Permanent Employment
- Extend Probation
- Terminate Employment

**Reviewer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

