

Probation Completion Evaluation Format

Employee Details

Name of Employee

Employee ID

Department

Designation

Date of Joining

Probation Period

Performance Evaluation

Evaluation Criteria	Rating (Excellent / Good / Average / Needs Improvement)	Comments
Job Knowledge		
Quality of Work		
Attendance & Punctuality		
Initiative		
Teamwork		
Communication Skills		
Adherence to Company Policies		

Strengths

Areas for Improvement

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Recommendations

- Confirm in Service
- Extend Probation Period
- Separation from Service

Additional Comments

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Supervisor

HR

Date
