

# Probation Performance Assessment

<b>Employee Name</b>	<input type="text" value="Enter employee name"/>	<b>Position</b>	<input type="text" value="Enter position"/>
<b>Department</b>	<input type="text" value="Enter department"/>	<b>Date of Joining</b>	<input type="text"/>
<b>Reviewer Name</b>	<input type="text" value="Enter reviewer name"/>	<b>Review Date</b>	<input type="text"/>

## Performance Criteria

Criteria	Comments	Rating (1 = Unsatisfactory, 5 = Excellent)
Quality of Work	<input type="text"/>	<input type="text" value="--"/>
Productivity	<input type="text"/>	<input type="text" value="--"/>
Attendance and Punctuality	<input type="text"/>	<input type="text" value="--"/>
Teamwork	<input type="text"/>	<input type="text" value="--"/>
Adaptability	<input type="text"/>	<input type="text" value="--"/>
Communication	<input type="text"/>	<input type="text" value="--"/>

## Strengths

## Areas for Improvement

# Recommendations

E.g., Confirmation, Extension of Probation, or Termination

## Employee's Comments

Employee comments (optional)

Reviewer Signature	Date
<div>Reviewer signature</div>	<div></div>
Employee Signature	Date
<div>Employee signature</div>	<div></div>