

Probation Performance Assessment

Employee Name	Enter employee name	Position	Enter position
Department	Enter department	Date of Joining	
Reviewer Name	Enter reviewer name	Review Date	

Performance Criteria

Criteria	Comments	Rating (1 = Unsatisfactory, 5 = Excellent)
Quality of Work		--
Productivity		--
Attendance and Punctuality		--
Teamwork		--
Adaptability		--
Communication		--

Strengths

Summarize the employee's key strengths

Areas for Improvement

Identify any areas that require improvement

Recommendations

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

Employee's Comments

Employee comments (optional)

Reviewer Signature	Date
Reviewer signature	
Employee Signature	Date
Employee signature	