

# Probationary Employee Performance Appraisal

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Appraisal: \_\_\_\_\_

Appraiser's Name: \_\_\_\_\_

## Appraisal Period

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

## Performance Criteria

Criteria	Rating (1-5)	Comments
Job Knowledge	_____	_____
Quality of Work	_____	_____
Quantity of Work	_____	_____
Attendance & Punctuality	_____	_____
Teamwork	_____	_____
Initiative	_____	_____
Communication Skills	_____	_____

## Overall Performance Comments

## Strengths

## Areas for Improvement

## Recommendation

☐ Regularize    ☐ Extend Probation    ☐ Terminate

Appraiser's Signature:

Date:

Employee's Signature:

Date: