

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:
