

3-Month Probation Review Checklist

Employee Information

Employee Name

Position

Department

Reviewer Name

Review Date

Probation Period Overview

Start Date

End Date

Performance Criteria

Quality of Work

Productivity

Punctuality / Attendance

Communication Skills

Teamwork

Initiative

Achievements & Strengths

Areas for Improvement

Action Plan / Recommendations

Decision

Recommendation

Notes

Employee Comments

Reviewer Signature

Date

Employee Signature

Date