

HR Probation Review Summary Sheet

Employee Information

Employee Name

Job Title

Department

Employee ID

Reviewer Name

Date of Review

Probation Start Date

Probation End Date

Performance Criteria

Criteria	Comments	Rating
Quality of Work	<input type="text"/>	<input type="text"/>
Attendance & Punctuality	<input type="text"/>	<input type="text"/>
Work Relationships	<input type="text"/>	<input type="text"/>
Initiative	<input type="text"/>	<input type="text"/>

Other	<div></div>	<div></div>
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Overall Comments & Recommendations

Summary of Performance

Areas for Improvement

Recommendation

Signatures

Employee Signature

Date

Reviewer Signature

Date