

Manager Probation Assessment

Employee Details

Name

Position

Department

Probation Start Date

Probation End Date

Assessment Criteria

Criteria	Assessment	Comments
Job Knowledge	<div></div>	<div></div>
Work Quality	<div></div>	<div></div>
Attendance & Punctuality	<div></div>	<div></div>
Teamwork	<div></div>	<div></div>
Initiative	<div></div>	<div></div>
Communication	<div></div>	<div></div>

Overall Assessment

Summary of Performance

Areas of Improvement

Recommendations

Assessment Decision

Signatures

Manager Name

Date

Employee Name

Date