

# New Hire Probation Review Sheet

## Employee Information

Name

Position

Department

Hire Date

Review Date

Reviewer

## Performance Criteria

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

## Achievements / Strengths

**Areas for Improvement**

**Action Plan / Recommendations**

**Reviewer's Signature**

**Date**

**Employee's Comments**

**Employee's Signature**

**Date**