

Performance Appraisal: Probation Template

Employee Information

Employee Name

Employee ID

Department

Position

Review Date

Performance Criteria

Criteria	Assessment	Comments
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"/>

Strengths

Areas for Improvement

Recommendation

Reviewer Comments

Reviewer Name

Reviewer Position

Date