

Probationary Employee Progress Report

Employee Information

Employee Name

Position Title

Department

Employee ID

Date of Hire

Probation Period (From - To)

Supervisor/Manager

Report Date

Performance Evaluation

| Criteria | Rating | Comments |
|--------------------------|--------|----------|
| Job Knowledge | | |
| Quality of Work | | |
| Productivity | | |
| Reliability | | |
| Attendance & Punctuality | | |
| Initiative | | |
| Teamwork | | |
| Communication | | |

Strengths & Accomplishments

Areas for Improvement

Recommendations

Overall Progress

Supervisor/Manager Comments

Employee Comments

Supervisor/Manager Signature

Date

Employee Signature

Date

