Probation Period Review Form

| Employee Information |
|---------------------------------|
| Employee Name |
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| |
| Position/Title |
| |
| Department |
| Department |
| |
| Reviewer Name |
| |
| |
| Probation Start Date |
| |
| |
| Probation End Date |
| |
| Performance Criteria |
| |
| Job Knowledge & Quality of Work |
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| |
| Productivity & Efficiency |
| |
| |
| Reliability & Punctuality |
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| |
| Teamwork & Communication |
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| |

Strengths

| Areas for Improvement | | |
|-----------------------|--|---|
| | | |
| Reviewer's Comments | | |
| | | |
| Recommendation | | _ |
| Reviewer Signature | | |
| Date | | |
| | | |