

# Probationary Evaluation Form

## Employee Information

Employee Name

Job Title

Department

Evaluator Name

Date of Evaluation

Probation Period (From - To)

## Performance Criteria

Criteria	Rating	Comments
Quality of Work	<input type="text"/>	<input type="text"/>
Quantity of Work	<input type="text"/>	<input type="text"/>
Attendance & Punctuality	<input type="text"/>	<input type="text"/>
Teamwork	<input type="text"/>	<input type="text"/>
Communication Skills	<input type="text"/>	<input type="text"/>

Initiative	<div><div></div></div>	<div></div>
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## Overall Comments

## Recommendation

## Employee Comments

Evaluator Signature

Date

Employee Signature

Date