**Probation Period Evaluation Form**

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| **Designation:** | Sales Associate | **Department:** | Sales |
| **Date of Joining:** |  | **Probation End Date:** |  |
| **Supervisor/Manager:** |  | **Evaluation Date:** |  |

1. **Performance Evaluation Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Criteria** | **Description** | **Rating (1–5)** | **Comments** |
| **Job Knowledge** | Understanding of job duties, procedures, and responsibilities | **Job Knowledge** | Understanding of job duties, procedures, and responsibilities |
| **Quality of Work** | Accuracy, attention to detail, and overall quality | **Quality of Work** | Accuracy, attention to detail, and overall quality |
| **Productivity** | Volume of work completed within deadlines | **Productivity** | Volume of work completed within deadlines |
| **Dependability** | Reliability in completing tasks and meeting commitments | **Dependability** | Reliability in completing tasks and meeting commitments |
| **Attendance & Punctuality** | Consistency in attendance and timeliness | **Attendance & Punctuality** | Consistency in attendance and timeliness |
| **Teamwork & Cooperation** | Willingness to work with others and maintain good relations | **Teamwork & Cooperation** | Willingness to work with others and maintain good relations |
| **Communication Skills** | Clarity, responsiveness, and professionalism | **Communication Skills** | Clarity, responsiveness, and professionalism |
| **Initiative & Motivation** | Willingness to take on tasks and improve processes | **Initiative & Motivation** | Willingness to take on tasks and improve processes |
| **Adaptability** | Ability to learn new skills and adjust to change | **Adaptability** | Ability to learn new skills and adjust to change |

1. **Supervisor’s Recommendation**

|  |  |  |
| --- | --- | --- |
| ☐ Confirm Employment | ☐ Extend Probation (by \_\_\_\_\_\_\_ months) | ☐ Terminate Employment |
| **Supervisor’s Comments:** | | |
|  | | |

**Supervisor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

1. **HR Department Use**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewed By:** |  | **Decision Approved By:** |  |
| **Effective Date:** |  | | |
| **Remarks:** |  | | |

**Example Entry (for reference)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Criteria** | **Description** | **Rating** | **Comments** |
| Job Knowledge | Understands duties and processes well | 4 | Learns quickly |
| Quality of Work | Produces accurate and organized work | 5 | Excellent attention to detail |
| Attendance & Punctuality | Always on time | 5 | Perfect attendance |
| **Average Score (Excel)** |  | | |