

Probationary Performance Review Document

Employee Information

Name: _____

Employee ID: _____

Designation: _____

Department: _____

Date of Joining: _____

Review Period: _____

Reviewer Name: _____

Designation: _____

Performance Assessment

Criteria	Rating (1-5)	Comments
Quality of Work		
Productivity		
Attendance & Punctuality		
Initiative		
Adaptability		
Teamwork		
Communication Skills		

Strengths and Areas for Improvement

Strengths:

Areas for Improvement:

Reviewer's Recommendation

- Confirmation of Employment
- Extension of Probation
- Termination of Employment

Additional Comments:

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Signatures

Reviewer Signature: _____

Date: _____

Employee Signature: _____

Date: _____

Important Notes:

- This review serves as a documented assessment of the employee's performance during probation.
- Ratings should be given objectively and supported by clear examples when possible.
- Both reviewer and employee should discuss the feedback during a face-to-face meeting.
- Outcomes of this review impact employment status; handle the process professionally and confidentially.
- Signatures confirm that the discussion has taken place, not necessarily agreement with all assessment points.