

# 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:

## 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.