



Questionnaire

Employee Probation Review

Employee Information

First Name :

Last Name :

Position :

Date of Review :

Reviewer :

Review Period

Start Date :

End Date :



Part 1

Performance Evaluation

1 - Job Knowledge and Skills

Understanding of duties and responsibilities

Excellent Good Satisfactory Needs Improvement Unsatisfactory

Application of knowledge and skills

Excellent Good Satisfactory Needs Improvement Unsatisfactory

Comments

2 - Quality of Work

Accuracy and thoroughness

Excellent Good Satisfactory Needs Improvement Unsatisfactory

Attention to detail

Excellent Good Satisfactory Needs Improvement Unsatisfactory

Comments

3 - Productivity and Efficiency

Meeting deadline

Excellent Good Satisfactory Needs Improvement Unsatisfactory

Managing workload

Excellent Good Satisfactory Needs Improvement Unsatisfactory

Comments



4 - Communication and Teamwork

Interaction with colleagues

Excellent Good Satisfactory Needs Improvement Unsatisfactory

Interaction with supervisors

Excellent Good Satisfactory Needs Improvement Unsatisfactory

Comments

5 - Dependability and Punctuality

Attendance

Excellent Good Satisfactory Needs Improvement Unsatisfactory

Reliability

Excellent Good Satisfactory Needs Improvement Unsatisfactory

Comments



Part 2

Details

Strengths

Areas for Improvement

Training and Development Needs

Overall Performance Rating

Excellent

Good

Satisfactory

Needs Improvement

Unsatisfactory

Reviewer's Comments

Employee's Comments



Part 3

Final Decision

Decision

- Confirmed in position
- Extended probationary period
- Termination of employment

Signatures

Reviewer :

Date :

Employee :

Date :