

Questionnaire

Employee Probation Review



Employee Information

Review Period



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

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

Reviewer

Date

Employee

Date