

PROBATIONARY PERFORMANCE EVALUATION

		Date of Hire: Position Title:		
5	Outstanding	Greatly exceeds all requirements.		
4	Commendable	Very satisfactory. Performance exceeds majority of expected requirements.		
3	Average	Satisfactory. Performance meets most requirements.		
2	Fair	Performance needs improvements in some areas. Performance is at a minimal acceptance level.		
1	Poor	Unsatisfactory performance.		
N/A	Not Applicable	Not Applicable		
		APTITUDE	RATING	

Training Requirements (if applicable):					
Additional Comments:					
Employee's Signature		Manager's Signature			
Human Resources Signature					
Human Resources Notes:					
<i>Note:</i> The Probationary Performance Evaluation needs to be completed no later than 6 months following the employee's date of hire. Managers should refer to the employee's job description when completing this form; the evaluation should focus on the employee's ability to perform the job duties listed in the job description.					