

PROBATIONARY PERFORMANCE EVALUATION

Employee Name: _____

Date of Hire: _____

Manager Name: _____

Position Title: _____

Rating Scale:

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

[illegible]

Training Requirements (if applicable):

Additional Comments:

Employee's Signature

Manager's Signature

Human Resources Signature

Human Resources Notes:

Note: 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.
