

PROBATIONARY PERFORMANCE EVALUATION

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.
