

## PROBATIONARY PERFORMANCE EVALUATION

**Employee Name:** \_\_\_\_\_

**Date of Hire:** \_\_\_\_\_

**Manager Name:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Rating Scale:**

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

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