

[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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