

# Probation Review Form PDF

## Employee Details

- Employee Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Department: \_\_\_\_\_
- Date Hired: \_\_\_\_\_
- Review Period: \_\_\_\_\_

## Review Outcomes

1. Objectives Met: \_\_\_\_\_
2. Professional Skills Developed: \_\_\_\_\_
3. Feedback from Team Members: \_\_\_\_\_
4. Training Needs: \_\_\_\_\_

## Supervisor Evaluation

- Performance Rating:
  - Excellent  Good  Average  Below Average
- Detailed Feedback:
  - \_\_\_\_\_

## Probation Decision

- Confirm Employment
- Extend Probation Period
- Terminate Employment
- Comments: \_\_\_\_\_

## Signature Section

- Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Employee Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_