

Probation Review Form Template Word

Employee Information

- Name: _____
- Job Title: _____
- Department: _____
- Probation Start Date: _____
- Probation End Date: _____

Performance Evaluation

- Achievements During Probation:
 - _____
- Goals Not Met:
 - _____
- Strengths:
 - _____
- Areas for Improvement:
 - _____

Supervisor's Feedback

- Overall Performance Rating:
 - Outstanding Good Satisfactory Needs Improvement
- Comments:
 - _____

Employee's Self-Assessment

- Self-Rated Performance:

- _____
- **Comments on Achievements and Challenges:**
- _____

Final Recommendation

- **Extend Probation**
- **Confirm Employment**
- **Terminate Employment**
- **Reasons for Recommendation:**
- _____

Signatures

- **Supervisor:** _____ **Date:** _____
- **Employee:** _____ **Date:** _____
- **HR Representative:** _____ **Date:** _____