

Probation Review Form for Employment

Identifying Information

- Employee Name: _____
- ID Number: _____
- Position: _____
- Probation Start: _____
- Probation End: _____

Performance Review

- Tasks Assigned:
 - List: _____
- Performance Score:
 - Excellent Good Fair Poor

Feedback and Recommendations

- Supervisory Feedback:
 - _____
- Recommendations for Improvement:
 - _____

Probation Outcome

- Confirm Position
- Extend Probation Period
- Terminate Position
- Explanation:
 - _____

Verification

- **Employee Comments:**

- _____

- **Signatures:**

- **Employee:** _____ **Date:** _____

- **Supervisor:** _____ **Date:** _____

- **HR Verification:** _____ **Date:** _____