

Probation End Evaluation Template

Name		Probation Period
Position		MM/DD/YYYY - MM/DD/YYYY
Assessor		Click or tap here to enter text.

1. Not Meet
2. Meet
3. Exceed
4. Outstanding

Criteria	Rating
Job Performance: Evaluate the employee's ability to meet performance expectations and deliver high-quality work. Click or tap here to enter text.	
Skills and Competencies: Assess the employee's proficiency in the required job skills and competencies. Click or tap here to enter text.	
Attendance and Punctuality: Consider the employee's reliability and adherence to attendance and punctuality policies. Click or tap here to enter text.	
Adaptability and Learning Ability: Assess the employee's ability to adapt, learn quickly, and apply feedback. Click or tap here to enter text.	
Teamwork and Collaboration: Evaluate the employee's effectiveness in working with others and contributing to team dynamics. Click or tap here to enter text.	

<p>Alignment with Company Values and Culture: Assess the employee's fit with the organization's values, culture, and behavioral expectations.</p> <p>Click or tap here to enter text.</p>	
<p>Initiative and Proactive Behavior: Evaluate the employee's level of initiative, ownership, and willingness to take on additional responsibilities.</p> <p>Click or tap here to enter text.</p>	
<p>Feedback Receptiveness: Assess how well the employee receives and incorporates feedback into their work.</p> <p>Click or tap here to enter text.</p>	
<p>Compliance with Policies and Procedures: Consider the employee's adherence to company policies, procedures, and guidelines.</p> <p>Click or tap here to enter text.</p>	
<p>Overall Contribution and Potential: Evaluate the employee's overall impact, potential for growth, and future success within the organization.</p> <p>Click or tap here to enter text.</p>	
<p>Average Score</p>	

Highlights

Click or tap here to enter text.

Challenges



Click or tap here to enter text.

Evaluation Results

