

Employee Probation Evaluation

Probationary Employee Performance Evaluation	
Employee Name:	
Employee ID number:	
Employed as:	
Employment date:	
Department:	
Department Manager:	
Evaluator's Name:	
Projected Probationary End Date:	
Review Interval	
<input type="checkbox"/> 2 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> 2 months <input type="checkbox"/> Final Evaluation	

Section A: Evaluator to complete

Indicate the evaluation of the employee's job performance by writing a number between 1 and 3 on the space provided to the right of each attribute, in the appropriate column. Use the following scale:

1 = Unacceptable; 2 = Needs Improvement; 3 = Satisfactory

Date of Assessment	2 Weeks	1 Month	2 Months	Final
QUANTITY OF WORK the extent to which the employee accomplishes assigned work of a specified quality within a specified time period				
QUALITY OF WORK The extent to which the employee's work is well executed, thorough, effective, accurate				
KNOWLEDGE OF WORK The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position				
RELATIONS WITH MANAGER The manner in which the employee responds to the manager's directions and comments. The extent to which the employee seeks counsel from manager on ways to improve performance and follows same				
RELATIONS WITH OTHERS The extent to which the employee gets along with other individuals. consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, clients, and suppliers				

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Date of Assessment	2 Weeks	1 Month	2 Months	Final
ATTENDANCE AND RELIABILITY The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts manager on a timely basis when employee will be late or absent				
INITIATIVE AND CREATIVITY The extent to which the employee is self-directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meeting changing circumstances				
CAPACITY TO DEVELOP The extent to which the employee demonstrates the ability and willingness to accept new / more complex duties/responsibilities.				
ADDAPTING TO NEW ENVIRONMENT Does the employee fits in the culture of the company				

Section B:

Describe the employee's performance / conduct.

Does the employee demonstrate the expertise and general skill level expected based on the job application and interview? Yes No

Provide reasons for your answer?

Do you consider the employee to be making progress appropriate to the length of employment?

Yes No

If no, please describe the areas that needs improvement, and provide reasons why you think sufficient progress was not made



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Have you made arrangements for the employee to receive additional training? Yes No
If yes what training, if no, why not?

Have you spoken to the employee about areas of concern at any time other than during this probationary review? Yes No

If yes what was the employee's reaction to the discussion and did the performance improve?

If no, provide reasons as to why no discussion was held regarding areas of concern.

What goals have you and this employee set for the next few weeks / months on the job?

Additional comments or concerns

Recommended Action

Type of Training	
On-the-job	
External training	
"Buddy" training	
Appoint mentor	

Recommended measures

Action	
Reason	
Responsible Person	

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Action date	
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Action	
Reason	
Responsible Person	
Action date	

Section C: For the employee to complete

Provide a brief overview of your current working environment?

Did you undergo induction? Yes No

Was the induction session helpful? Yes No

If no, what could be done to make the induction session more beneficial to you?

Are you feeling comfortable in your new position? Yes No

Provide reasons for your answer.

Is the job you doing different from what were described to you, either verbally or in writing?

Yes No

If yes, in what way does it differ?

Do you feel that you have the knowledge/skills to be proficient at your job? Yes No

Provide reasons for your answer.



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If no, what additional support or training do you feel you need to become proficient?

Has your manager discuss your progress to date? Yes No

If yes, what was the outcome? If no, what in your opinion is the reason?

Section D:

Employee Comments (Attached additional documents if necessary):

Evaluator Comments (Attached additional documentation if necessary):

Recommendation by Manager:

Should the employee's probationary period be extended? Yes No

Period required: _____

Reason: _____



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TO BE COMPLETED ONLY AT THE FINAL EVALUATION BEFORE END OF PROBATIONARY PERIOD:

- I recommend this probationary employee become permanent and continuous.
- I recommend that disciplinary/ work performance action be taken before the end of the probationary period and will submit the appropriate forms.
- I recommend this probationary employee's probationary period be extended by a further _____ weeks / months.
- Employee resigned before completion of probationary period. (It is important that the HR Department receive this form even if the employee has resigned.)

Comments to Evaluator and Employee. Evaluators should discuss the evaluation results with the employee. At a minimum, employees must be given a copy of the evaluation for their own record. Both the evaluator and the employee should sign the evaluation form. The employee signature indicates only that the employee received a copy of the evaluation. It does not necessarily signify employee concurrence. Both employees and evaluators are strongly encouraged to include written comments. This signed document must be submitted to HR for inclusion on employees file.

Manager / Evaluator Name Signature Date

Employee Name Signature Date

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Explanatory Notes: Employee Probation evaluation

It is very important for managers to evaluate new employees during the probation period. This is the main reason for probation, to see whether employees fit into the company, can they do what is expected of them etc. It is a fallacy that we can just get rid of employees during probation, but if they were evaluated, then it will be easier to manage them out.

The current document has been amended as follows:

- Probation is normally 3 months.
- The first evaluation will take place 2 weeks after employment (identify good or bad performance early on/identify a problem the employee has early on).
- The second evaluation will take place after a month.
- The third evaluation after 2 months
- The final after the last two weeks (to make up 3 months)
- The final evaluation will indicate whether the probation period should be extended or whether we should make them permanent or run a process to terminate.

The aim of the employee probation evaluation is that:

- It will assist the respective manager to have a hands-on approach and determine whether the new employee is performing or not
- It will show the new employee that ELB is serious about staff's performance
- If a problem arises during probation it will be easier to manage the employee out of the company