

PROBATION 1:1 PERFORMANCE EVALUATION 3 MONTH STAGE

Employee:		Date Hired:
Job Title:	Date of Review:	Next Date:
Evaluation of Performance	Strength/ Weakness	Comments
Team Player		
Meets Deadlines		
Organizational Skills		
Communication Skills		
Leadership Ability		
Interaction with Co-workers		
Attendance		
Quality of Work		
Employers' Comments		
Goals		

Signature of Interviewer

Name

Signature of Interviewee

Name