

TO: \_\_\_\_\_

FROM \_\_\_\_\_

DATE \_\_\_\_\_

RE: \_\_\_\_\_

NAME OF EMPLOYEE: \_\_\_\_\_

TITLE OF EMPLOYEE: \_\_\_\_\_

POSITION: \_\_\_\_\_

TRAINING PERIOD                      ☐ 30-DAY                      ☐ 60-DAY                      ☐ 90-DAY                      ☐ -DAY

The above-named employee completed the                      -day training period for the position of                      .

My overall assessment of the employee's performance during this period is as follows::

QUANTITY OF WORK–The employee consistently produces work of the required quality while adhering to agreed-upon deadlines.	<input type="checkbox"/> Exceeds	<input type="checkbox"/> Standard	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Below Standard	<input type="checkbox"/> Unacceptable
QUALITY OF WORK - Employee performance demonstrates well-executed tasks, marked by accuracy, completeness, and effectiveness.	<input type="checkbox"/> Exceeds	<input type="checkbox"/> Standard	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Below Standard	<input type="checkbox"/> Unacceptable
KNOWLEDGE OF JOB - The employee demonstrates knowledge of and proficiency in all phases of assigned work, appropriate to their tenure in the position.	<input type="checkbox"/> Exceeds	<input type="checkbox"/> Standard	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Below Standard	<input type="checkbox"/> Unacceptable
RELATIONS WITH SUPERVISOR – The employee proactively seeks guidance from the supervisor to enhance performance and applies the feedback received.	<input type="checkbox"/> Exceeds	<input type="checkbox"/> Standard	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Below Standard	<input type="checkbox"/> Unacceptable
COOPERATION WITH OTHERS The employee maintains positive working relationships with colleagues and supervisors, demonstrating tact, courtesy, and effective communication.	<input type="checkbox"/> Exceeds	<input type="checkbox"/> Standard	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Below Standard	<input type="checkbox"/> Unacceptable
ATTENDANCE AND RELIABILITY – The employee maintains punctuality and reliable attendance, notifying the supervisor promptly in case of lateness or absence.	<input type="checkbox"/> Exceeds	<input type="checkbox"/> Standard	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Below Standard	<input type="checkbox"/> Unacceptable

COMMENTS:

Signature of Supervisor

Date

I acknowledge that I have reviewed and understand this training period evaluation.

Signature of Employee

Date