

Evaluation Summary for Post-Probation

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Employee Position]

Department: [Insert Department]

Supervisor: [Insert Supervisor Name]

Evaluation Period

[Insert Evaluation Period]

Performance Summary

[Insert brief summary of the employee's performance during the probation period, including strengths and areas for improvement.]

Goals Achieved

- [Insert Goal 1]
- [Insert Goal 2]
- [Insert Goal 3]

Areas for Development

- [Insert Area for Development 1]
- [Insert Area for Development 2]
- [Insert Area for Development 3]

Recommendation

[Insert recommendation regarding the continuation of employment, further training, or other suggestions.]

Signature

[Insert Supervisor Name]

[Insert Supervisor Title]