**CONFIRMATION FORM**

**Employee Details:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee Code &Employee’s Name:** | **VKCPH0175**  **JAGADEESH P** | | | | |
| **Department & Designation:** | **TERRITORY SALES MANAGER** | **Date of Joining:** | **14/06/2024** | | |
| **Appraiser Name & Designation** | **MR.M R BASKER** | | | | |
| **Probation Period (in Months)** | **6 Months** | **From Date:** | **14/06/24** | **To Date:** | **14/12/24** |

***\*Rating Scale: (On the scale of 1 to 5, where 5 being Excellent and 1 being Poor)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Competency Description** | **Self Rating** | **Appraisers Rating** | **Appraiser’s Comment** |
| 1 | Initiative | **5** |  |  |
| 2 | Work Organization | **5** |  |  |
| 3 | Communication- Written & Oral | **4** |  |  |
| 4 | Analytical Skills | **5** |  |  |
| 5 | Collaboration | **5** |  |  |
| 6 | Decision Making | **5** |  |  |
| 7 | Job Knowledge-Learning & Application | **5** |  |  |
| 8 | Process Orientation | **5** |  |  |
| 9 | Results Delivery | **5** |  |  |
| 10 | Service Delivery | **5** |  |  |
| **Total** | | **49** |  |  |

***Highlight Employee Strength:***

***Area of Improvements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Confirmation with immediate effect.

Termination.

Probation extension up to \_\_\_\_\_\_\_\_\_\_\_\_\_ months.

**Remarks:**

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| --- | --- | --- | --- |
| **Particulars** | **Name** | **Signature** | **Date** |
| **Appraisee** | **JAGADEESH** |  |  |
| **Appraiser** |  |  |  |
| **Functional/ Unit Director** |  |  |  |
| **HR** |  |  |  |