**PROBATIONARY APPRAISAL FORM**

| **Name of the Employee: «Name»** | **Employee ID: «Emp»** | |
| --- | --- | --- |
| **Designation: «Designation»** | **Name of the Appraiser: «Supervisor»** | |
| **Function: «Function»** | **Date of Joining: «DOJ»** | |
| **Process: «Process»** | **3 Monthly Appraisal due on: «M\_3\_mth»** | **Completed on:** |
| **Location:** | **6 Monthly Appraisal due on:«Confir»** | **Completed on:** |

**MONTH 3**

| RATING | **ATTRIBUTES** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Punctuality | Appearance | Reliability | Team Work | Willingness to Learn | Customer Focus | Initiative | Job Knowledge | Ability to Learn | Communication |
| 5 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |

***Mark a √ (tick) against the appropriate rating***

| Summary of points discussed with employee, including expectation sharing **(3 monthly):** |
| --- |
| Action Plan: |

Signature Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager: \_\_\_\_\_\_\_\_\_\_\_ Leadership team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Name: Name:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MONTH 6**

| **RATING** | **ATTRIBUTES** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Punctuality | Appearance | Reliability | Team | Willingness | Customer | Initiative | Job | Ability | Communication | Self | Leadership | Decision | Overall |
|  |  |  |  | Work | to Learn | Focus |  | Knowledge | to Learn |  | Management |  | Making | Performance |
|  |  |  |  |  |  |  |  |  |  |  |  |  | Ability |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

| Summary of points discussed with employee, including expectation sharing **(6 monthly)**: |
| --- |

**Final Recommendation to Human Resources:**

**Confirm w.e.f Extend probation for a period of Terminate**

**Signature Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ L Team :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: Name: Name:**

**If rating is 2 or less on more than two attributes, discuss the Action Plan for improvement with Human Resources immediately and attach the action plan (if any) with the form.**

| **Rating** | **Level of Contribution / Effectiveness** |
| --- | --- |
| 5 | Significantly and consistently exceeds requirements of the job |
| 4 | Consistently exceeds requirements of the job |
| 3 | Consistently meets requirements of the job |
| 2 | Occasionally meets requirements of the job |
| 1 | Does not meet requirements of the job |