### **PROBATION APPRAISAL FORM**

**(To be filled by the Reporting Manager)**

EMPLOYEE NAME:  DESIGNATION:

DEPARTMENT: DATE OF JOINING:

REPORTING TO: DESIGNATION OF THE REPORTING MANAGER:

| Please review carefully the accomplishments during the probation period. This appraisal focuses on factors, which determine the quality of overall performance and indicates areas, which may require further development.  **The ratings are as follows**:  **5=** **EXCEPTIONAL** – Possess very high potential to take up higher and new responsibilities. A job given is done very well without the need for supervision. High initiative and energy levels.  **4= ABOVE EXPECTATIONS** – Value adds in almost all the tasks on hand. Possesses very high potential.Can work independently.Meets and consistently exceeds the job description requirements.  **3= MEETS EXPECTATIONS –** Is able to meet the expectations most of the time; however may not add value in situations and tasks. Possesses high potential.Requires supervision at times.  **2= BELOW EXPECTATIONS** – Meets the expectations 60 – 70% of the time. Quality of work Can improve. Needs supervision. Remedial plan should be developed.  **1=** **UNSATISFACTORY** – Requires considerable improvement in tasks and activities.Performance is not up to the mark in terms of quality, thought process and delivery. | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment Parameters** | **1** | **2** | **3** | **4** | **5** | **NA** | **COMMENTS** |
| **Technical & Professional Knowledge** Remains current on technical developments in necessary areas of expertise. Possesses in-depth professional knowledge of the field. Seeks new knowledge as necessary. |  |  |  |  |  |  |  |
| **Communication Skills** Communicates clearly and concisely both orally and in written form. Listens and processes information well and in a timely fashion. Provides clear instructions and guidelines. Share information with others. |  |  |  |  |  |  |  |
| **Interpersonal Skills/Service Oriented** Ability to interact effectively and courteously, tactfully and efficiently with internal and external constituents. Fosters community and builds peer relationships. Team player. |  |  |  |  |  |  |  |
| **Need for Excellence/Work Quality** Strives to achieve the highest standard of excellence. Meets work standards and deadlines. Provides dependable results. |  |  |  |  |  |  |  |
| **Work Reliability** Accomplish the primary mission of position or function and achieve results in a timely fashion. Plans and organises work to meet priorities and goals. |  |  |  |  |  |  |  |
| **Decision Making**  Capable of gathering facts, analysing problems, identifying and implementing solutions. Exhibits sound judgement. |  |  |  |  |  |  |  |
| **Leadership/Initiative**  Takes charge of situations as necessary. Assumes more responsibility. Coaches, motivates, and develops others. Serves as a role model. Acts independently, as appropriate. Promotes innovative changes. |  |  |  |  |  |  |  |
| **Fiscal Responsibility**  Cost conscious. Operates within budget guidelines. Identifies, selects and implements the most cost effective procedures, products and services to conduct business efficiently. Identifies areas of savings for the community. |  |  |  |  |  |  |  |
| **Attendance & Punctuality**Attendance is dependable and punctual. |  |  |  |  |  |  |  |

**OVERALL PERFORMANCE: (Please Tick one)**

**5= Exceptional 4=Above Expectations 3= Meets Expectations 2= Below Expectations 1=Unsatisfactory**

**Training and Development need:**

**Recommendations and Comments:**

**To be confirmed:**

**Probation extended:(Please mention the duration of extension)**

**Signature Reporting Manager Signature of HR**

**Date Date**