



LITE-ON SINGAPORE PTE LTD

EMPLOYEE PROBATIONARY PERFORMANCE APPRAISAL

Employee Name: _____ Employee No.: _____

Designation: _____ Department: _____

Date of Hiring: _____ Period of Review: From _____

Evaluator Name: _____ To _____

S/No.	Description	Please Circle			
1	Job Knowledge & Its Application	1	2	3	4
2	Planning & Organizing	1	2	3	4
3	Quality of Work	1	2	3	4
4	Work Attitude	1	2	3	4
5	Analytical Skill	1	2	3	4
6	Communication	1	2	3	4
7	Teamwork	1	2	3	4
8	Adaptability	1	2	3	4

Rating Scale: 1-Poor 2-Average 3-Good 4-Excellent

Comments:

Recommendations for Confirmation:

- ☐ YES
 ☐ NO
 ☐ Extension of Probation till _____
 ☐ Termination with effect from _____

Signature & Date			
Employee		Evaluator	
Dept. Head		VP/GM	
HR			