						. ,_								
Training Prob		on Period	l Duri	ing Re	view F	orm (Fo	r Staff)	/()						
A.Employee Information														
Employee Name Dhara				Employee Code		ode	190089			Designation		GET	GET	
Dept./Section IT/Operation IT		ı IT	DO	OJ		15-07-2019			Review Month		3	3		
Qualification BE IT				Previous Experience			Fresher			Reporting To Mr.I			enny	
Period			Training F	Probation Peri			riod							
B.Attendance Details													10%	
1	Actual Days	ctual Present ays			SL	SL		PL		LWP		Days	Scores	
	Label Labe		Label	I Lab			Label		Label		Label		Label	
C.Performance Rev	ince Review						•					90	0%	
Assessment Parameter	%		5	5		4		3		2		1		
1. Job Knowledge() In-depth technical	1. Job Knowledge() : n-depth technical knowledge of related													
function and keepin abreast with the	ıg 15%	15%		5		4		3		2		1		
latest developments in his / her functions														
area.														
2. Planning, Organising & Resourcefulness () Organizes activities in terms of importance and		15%												
priority and	159			5		4		3		2		1		
establishes schedules to complete assignments in time and is also able to deliver results unde stress conditions.						1		•		1		,		
Technical Skills() Consider proficience of														
technical/computer skills; ability to apple technical and computer skills to complete work.	115	15%		5		4		3		2		1		
4.Initiative Approach): Taking initiative the achieve goals and complete assignments.		%	Ę	5		4		3		2		1		
5. Willingness to learn(): Being motivated to learn new skills & technology.	15%	%	Ę	5		4		3		2		1		

6. Communication skills(): Can effectively express ideas and opinions											
-	15%		5	4	3		2	1			
information with				•	!		•	'			
clarity on a one to											
one level and to a											
group as a whole.											
*(1) Mark a V (tick) ag	ainst the	appropriate i	ating. 5= Exceller	nt(), 4=Good(), 3=	=mediocre(),	2=Improvement Re	quired(), 1=Fail()	*(2) :*3 (153)			
7. Recommendation											
& Areas of											
Improvement,											
Observation/Comme											
nt of supervisor : :				,							
Remarks	Tatal Casus			Approvals							
1. Part A & B provided	by HR	Total Scores		Department Hea	ad	Section Head	Em	Employee Signature			
Dept. AB 2. Review											
employees' performance in											
this period and give feedback											
or guidance in point 7. 3. Fail											
definition: Training: (1)											
scores are 55 or below	v 55 in										
the three months											
continuously, (2) Average											
Score is 55 or below 55. 5555		La	bel								
Probation: (1) scores are 60											
or below 60 in the three											
months continuously (2)											
Average Score is 60 or below											
60 6060 In these two cases											
Employee services would be terminated											
terminated.											