

Training Probation Period During Review Form (For Staff) /( )

A.Employee Information

Employee Name	Label	Employee Code	Label	Designation	Label
Dept./Section	Label	DOJ	Label	Review Month	Label
Qualification	Label	Previous Experience	Label	Reporting To	Label
Period	Training Period Probation Period				

B.Attendance Details

10%

Actual Working Days	Actual Present Days	CL	SL	PL	LWP	Absent Days	Scores
Label	Label	Label	Label	Label	Label	Label	Label

C.Performance Review

90%

Assessment Parameter	%	5	4	3	2	1
1. Job Knowledge() : In-depth technical knowledge of related areas to his / her function and keeping abreast with the latest developments in his / her functional area.	15%					
		5	4	3	2	1
2. Planning, Organising & Resourcefulness ( ) : Organizes activities in terms of importance and priority and establishes schedules to complete assignments in time and is also able to deliver results under stress conditions.	15%					
		5	4	3	2	1
3. Technical Skills() : Consider proficiency of technical/computer skills; ability to apply technical and computer skills to complete work.	15%					
		5	4	3	2	1
4.Initiative Approach() : Taking initiative to achieve goals and complete assignments.	15%					
		5	4	3	2	1

5. Willingness to learn() : Being motivated to learn new skills & technology.	15%					
		5	4	3	2	1
6. Communication skills() : Can effectively express ideas and opinions and provide information with clarity on a one to one level and to a group as a whole.	15%					
		5	4	3	2	1
*(1) Mark a V (tick) against the appropriate rating. 5= Excellent(), 4=Good(), 3=mediocre(), 2=Improvement Required(), 1=Fail() *(2) :*3 (153)						
7. Recommendation & Areas of Improvement, Observation/Comment of supervisor : :						
Remarks	Total Scores		Approvals			
1. Part A & B provided by HR 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 55 in the three months continuously, (2) Average Score is 55 or below 55. 5555 Probation: (1) scores are 60 or below 60 in the three months continuously (2) Average Score is 60 or below 60 60 60 In these two cases Employee services would be terminated.	Label		Department Head	Section Head	Employee Signature	