




□ Training / ☒ Probation Period Review Form (For Engineering/Utility Operator) 訓練期試用期評核表(作業人員)

A. Employee Information (by HR)				During Review		
Employee Name	Makwana Devabhai	Employee Co/de	FT2008130	Designation	Assistant Operator	
Dept./ Sec.	Production/Engineering	DO.	24-08-2020	Review Month	Oct-20	
B. Attendance Detail (by HR)			C. Performance Review (To be filled by the Appraiser)			
Actual working Days	25	1. Attitude Of Work (Initiative) 工作态度 (√)	10%	2 Maintenance achieving rate 维修达成率		
Actual Present Days	24.5	* Excellent= 10 point				
Absent days		0.5	* Good= 8 point	✓		
CL	0	SL	0.5	* Satisfactory= 5 point	60%	
PL	0	LWP	0	* Improvement Required= 3 point		
Score( 30%)	27	* Fail= 0 point		Total Scores	83	
4. Recommendation 總評建議:		→ To be control unschedule leave				
Remarks		App'ovals				
1. Review employees' performance in this period and give feedback or guidance. 評核該區間之表現並給予回饋。 2. Fail definition: 不適任說明: Training: (1) scores are 55 or below 55 in the three months continuously (2) Average Score is 55 or below 55. 連續三次低於55分或平均低於55分 Probation: (1) scores are 60 or below 60 in the three months continuously (2) Average Score is 60 or below 60 連續三次低於60分或平均低於60分 In these two cases Employee services would be terminated.		Department Head 		Section Head 		Employee Signature 

Retention Period: Keep until the employee's  
reliving period is Completed  
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13

☐ Training / ☐ Probation Period Review Form (For Engineering (Maintenance) Operator) 訓練期/試用期評核表 (作業人員)

A. Employee Information (by HR)

Employee Name	Maulikkumar Prajapati	Employee Code	FT2D03031	Designation	Assistant Technician
Dept./ Sec.	Production/Engineering	DOJ	02-C3-2020	Review Month	Oct-20

B. Attendance Detail (by HR)

Actual working Days	24	1. Attitude Of Work (Initiative) 工作態度 (✓)	10%	2. Maintenance reaching rate 維護達成率
Actual Present Days	23	* Excellent = 10 point	✓	40% 30

Absent days

CL	0	SL	1	* Good = 8 point	3. Mechanical maintenance 機械保養完成率
PL	0	LWP	0	* Satisfactory = 5 point	20% 15
Score (30%)	27	* Improvement Required = 3 point		* Fail = 0 point	Total Scores 82

4. Recommendation

總評建議:

→ IMPROVE YOUR TECHNICAL SKILL  
→ TAKE INITIATIVE TOWARDS WORK

Remarks

Apprcvals

1. Review employees' performance in this period and give feedback or guidance. 評核該區間的表現並給予回饋。	Department Head	Section Head	Employee Signature
2. Fail definition: 不適任說明: Training: (1) scores are 55 or below 55 in the three months continuously, (2) Average Score is 55 or below 55. Probation: (1) scores are 60 or below 60 in the three months continuously, (2) Average Score is 60 or below 60 連續三次低於55分或平均低於55分 連續三次低於60分或平均低於60分 In these two cases Employee services would be terminated.	 Liu C.Y. 2020.11.13	 G.M. Weng 11 NOV 2020	PRASADIMAR,




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6

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☐ Training / ☐ Probation Period Review Form (For Production Operator) 訓練期/試用期評核表(作業人員)

A. Employee Information (by HR)				During Review	
Employee Name	Shallesh Chauran	Employee Code	FT2004088	Designation	Assistant Operator
Dept./ Sec.	Production/Currng	DOJ	15-04-2020	Review Month	Oct-20
B. Attendance Detail (by HR)		C. Performance Review (To be filled by the Appraiser)			
Actual working Days	25	1. Attitude Of Work (In itative) 工作态度(√)	10%	2. Accuracy of work 產能達成率	
Actual Present Days	25	* Excellent= 10 point	10	30%	25
Absent days		0	* Good= 8 point	3. Quality & Productivity of work 品質良率	
CL	0	SL	0	30%	25
PL	0	LWP	0	Total Scores	
Score (30%)	30	* Improve ment Requirement= 3 point		99%	
4. Recommendation 總評建議:		Good work.			
Remarks		Approvals			
1. Review employees' performance in this period and give feedback or guidance. 評核該區間之表現並給予回饋。 2. Fail definition: 不適任說明: Training: (1) scores are 55 or below 55 in the three months continuously, (2) Average Score is 55 or below 55. 連續三次低於55分或平均低於55分 Probation: (1) scores are 60 or below 60 in the three months continuously, (2) Average Score is 60 or below 60 連續三次低於60分或平均低於60分 In these two cases Employee services would be terminated.		Department Head 		Section Head 	
		Employee Signature			
					

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☐ Training / ☐ Probation Period Review Form (For QA Operator) 訓練期/試用期評核表(作業人員)

A. Employee Information (by HR)				During Review	
Employee Name	Jay Prajapati	Employee Ccode	FT19-1096	Designation	Assistant Operator
Dept./ Sec.	QA/Quality Control	DOJ	18-11-2019	Review Month	Oct-20
B. Attendance Detail (by HR)			C. Performance Review (To be filled by the Appraiser)		
Actual working Days	25	1. Attitude Of Work (Initiative) 工作态度(√)	20%	2. Accuracy of work 產能達成率	
Actual Present Days	20.5	* Excellent= 20 point	30%	24	
Absent days	4.5	* Good= 15 point	✓	3. Quality & Productivity of work 品質良率	
CL	2	SL	2.5	30%	25
PL	0	LWP	0	Total Scores	
Score (20 %)	5	* Improvement Required= 5 point		69	
4. Recommendation		<p>→ Do work as per SOP</p> <p>→ Monitor 5115 at work area.</p>			
總評建議:					
Remarks		Approvals			
<p>1. Review employees' performance in this period and give feedback or guidance. 評核該區間之表現並給予回饋。</p> <p>2. Fail definition: 不適任說明:</p> <p>Training: (1) scores are 55 or below 55 in the three months continuously (2) Average Score is 55 or below 55. 連續三次低於55分或平均低於55分</p> <p>Probation: (1) scores are 60 or below 60 in the three months continuously (2) Average Score is 60 or below 60 連續三次低於60分或平均低於60分</p> <p>In these two cases Employee services would be terminated.</p>		Department Head		Section Head	
		Employee Signature			

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