

**PROBATION REVIEW FORM**

Probation Review Form to be completed by the line manager for confirmation.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | | | | ID |  | | |
| Designation | |  | | | Department | |  | | | Salary |  |
| Company Name | | | |  | | | | | | | |
| Joining Date | | |  | | | Confirmation Due on | | |  | | |
| Appraiser | | |  | | | Designation | | |  | | |

#### RATING SCALE

***Ratings:*** *5=Excellent, 4=Very Good, 3=Good, 2=OK, 1=Insufficient*

Please comment on the following keeping the above rating scale in mind narrate critical events substantiating your rating/observation

|  |  |  |
| --- | --- | --- |
| **No.** | **COMMENTS** | **Rating** |
| 1 | Tasks assigned and the results achieved |  |
| 2 | Quality of work |  |
| 3 | Job knowledge / skills depth |  |
| 4 | Reliability / Dependability |  |
| 5 | Ability to get along with colleagues |  |
| 6 | Adherence and commitment to Nitol-Niloy Group principles, policies & practices |  |
| 7 | Interpersonal relations during this period with other staff |  |

Total Score =

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you recommend this employee for confirmation?  **YES NO EXTEND PROBATION**  **Achievement (If Applicable):**   |  |  |  |  | | --- | --- | --- | --- | | **Number of file attended (%)** | **Collection (%)** | **Average Sales (%)** | **Office Attendance (%)** | |  |  |  |  |   If Yes: i. Revise Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ii. Number of increment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  iii. with effect from \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Appraiser Signature Head of Department/Unit  Date: Date: |

|  |  |  |
| --- | --- | --- |
| To be filled by HR Department:  Confirm Do Not Confirm Extend Probation **with salary (Scale):\_\_\_\_\_\_\_\_\_\_** | | |
| **Checked by** | **Approved by** | |
|  |  |  |
| **Advisor (HR)** | **Director (HR)** | Managing Director / Chairman |