

**Evaluation of probation/Contract/Training Period**

Employee Name: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Designation: \_\_\_\_\_ Division: \_\_\_\_\_

Date joined: \_\_\_\_\_ Evaluation Period:  3 Months  12 months

Evaluation done by: \_\_\_\_\_  6 Months  \_\_\_\_\_

9 Months

Evaluation Scale

**A:** Very good    **B:** Good    **C:** Average    **D:** Poor

Explanation of evaluation criteria is attached in the other side for your reference and guidance.

Evaluation Criteria	Grade				Evaluation Criteria	Grade			
	A	B	C	D		A	B	C	D
1. Quality of work					7. Leadership				
2. Quantity of work					8. Team Work				
3. Dependability					9. Ability/interest to learn				
4. Skills/Knowledge of work					10. Interpersonal relations				
5. Initiative & creativity					11. Time Mgmt.& Organization				
6. Customer Focus					12. Attitude				

Major accomplishment (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A	B	C	D

OVERALL PERFORMANCE

Identified Training needs (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other comments \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
Name of the Employee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of the supervisor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of the Project/Team Leader / Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Recommend to confirm    **Yes**  **No**     **On hold**     **N/A**

Recommend to extend the contract period    **Yes**  **No**  **On hold**     **N/A**

If extend the period of Probation – Number of months \_\_\_\_\_

Reason for Extension:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Approving Authority

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### **Definition of Evaluation Criteria**

1. Quality of work – Systematic, organized, thorough,, accurate, performance of tasks and documentation
2. Quantity of work – speed and ability to meet output standards/expectations
3. Dependability – willingness to assume and carry out assigned jobs and to be accountable for his/her results/actions. Keeps supervisors and team informed of pertinent matters.
4. Skills/Knowledge of work – understanding the basic fundamentals, methods and procedures of his/her job
5. Initiative & creativity – Being results oriented. Desire to excel on the job.
6. Customer focus – manner in which the customer is treated

7. Leadership – willingness to help others to develop
8. Teamwork – willingness and ability to work effectively with others
9. Ability/interest to learn – ability, speed and interest in picking up the job requirements and other relevant tasks
10. Interpersonal relations – relationship he/she has with all staff
11. Time Management & Organization – Ability to plan his/her work activities and time, meet deadlines
12. Attitude – interest, enthusiasm, cooperation and commitment shown to the company