

**EMPLOYEE PROBATION REVIEW FORM**

**PLEASE NOTE:**

At least two weeks before the conclusion of the probation or trial period, the supervisor should complete this form and meet with the employee to review the employee's performance. The supervisor should provide the employee with a copy of the form, if the employee requests one. The completed form, including Recommendations and Signatures, should then be sent to the Human Resources (HR) Department. If the recommendation is for other than successful completion of the probation or trial period, the supervisor should contact the HR Consultant well in advance of the end of the review period.

**Probation Record**

Employee name:	Summer Margus	
Job Title:	Accounts & Admin Officer	
Grade:	04	
Department/Project:	Admin & Accounts <del>CTC</del>	
Position Start Date:	6.11.23	
Line Manager/Supervisor:	Zahid and Asghar	
	Date Due	Please tick when completed
Initial Meeting		
3-month review: ✓		
6-month review:		

**PART 1: Initial meeting**

This section should be completed by the line manager within a month of the employee commencing their employment.

**SECTION A: Objectives**

The line manager should identify specific objectives for the employee (for 3 months, as appropriate) These will be statements of what should be achieved during the probationary period, including indicators of success and timescales for achievement.

- ① Effective Communication to address Payroll issues/complaints.
- ② Timely and Accurate Payroll Processing with minimal complaints or discrepancies reported.

**SECTION B: Development Plan**


To support the employee in achieving these objectives, the line manager should identify employee needs related to his/her daily tasks and specify how and when these needs will be addressed during the probationary period.

Employee's Signature:	
Manager's Signature:	<i>[Signature]</i>
Date:	21/7/2024

*Maria Nigam*

**PART 2 –Probation period Review (3 months) – This part of this form may also be used to conduct 3-months review with an employee whose probationary period is 3 months)**

To be completed by the Line Manager in discussion with the employee

(please tick)	Improvement required	Satisfactory	Good	Excellent
Quality and accuracy of work			<input checked="" type="checkbox"/>	
Efficiency			<input checked="" type="checkbox"/>	
Attendance				<input checked="" type="checkbox"/>
Time Keeping		<input checked="" type="checkbox"/>		
Work relationships (team work and interpersonal communication skills)				<input checked="" type="checkbox"/>
Competency in the role		<input checked="" type="checkbox"/>		
Have the objectives identified for the probationary period been met?	YES / NO  yes	If NO, please provide details		
Have the training / Orientation needs identified for the probationary period been addressed?	YES / NO  yes			
I recommend this probationary employee become permanent and continuous.			YES / NO  yes	
The employee may provide any comments about their experience of the probationary process here.				
If NO, please provide reasons below and summarise what action has been taken to address any difficulties, which have arisen during the probationary period				
I recommend this probationary employee be dismissed before the end of the probationary period and will submit the appropriate forms.			YES / NO  NO	
If YES, please provide reasons and, where appropriate, specify any areas of improvement required and how these will be monitored.				
Length of the extension (max 2 to 3 months):				
New Probation Period completion date:				
Employee's signature:				
Manager's signature:				
Date:		2/7/2024		



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**Probation Record**

Employee name:	Summer Masqas	
Job Title:	Accounts and Admin Officer	
Grade:	04	
Department/Project:	Admin + Accounts	
Position Start Date:	6.11.2023	
Line Manager/Supervisor:	Zahid and Asghar	
	Date Due	Please tick when completed
Initial Meeting		
3-month review: ✓	6.11.23	
6-month review:		

**PART 1: Initial meeting**

This section should be completed by the line manager within a month of the employee commencing their employment.

**SECTION A: Objectives**

The line manager should identify specific objectives for the employee (for 3 months, as appropriate) These will be statements of what should be achieved during the probationary period, including indicators of success and timescales for achievement.

achieved - Punctual  
- Improved feedback  
- Hard worker - establish timeframe for the accomplishment of these objectives prob. period

**SECTION B: Development Plan**

To support the employee in achieving these objectives, the line manager should identify employee needs related to his/her daily tasks and specify how and when these needs will be addressed during the probationary period.

identify specific training needs for the Employee  
plan the Employee Need Support to Ensure to the successful achievement of set objectives.

Employee's Signature:	
Manager's Signature:	Zahid
Date:	14-Feb-24

**PART 2 –Probation period Review (3 months) – This part of this form may also be used to conduct 3-months review with an employee whose probationary period is 3 months)**

To be completed by the Line Manager in discussion with the employee

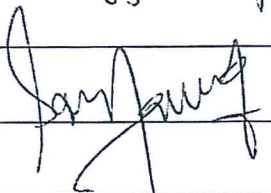
(please tick)	Improvement required	Satisfactory	Good	Excellent
Quality and accuracy of work			✓	
Efficiency			✓	✓
Attendance			✓	
Time Keeping				✓
Work relationships (team work and interpersonal communication skills)			✓	
Competency in the role		✓		
Have the objectives identified for the probationary period been met?	YES / NO  Yes	If NO, please provide details		
Have the training / Orientation needs identified for the probationary period been addressed?	YES / NO  No			
I recommend this probationary employee become permanent and continuous.				YES / NO  Yes
The employee may provide any comments about their experience of the probationary process here.				
If NO, please provide reasons below and summarise what action has been taken to address any difficulties, which have arisen during the probationary period				
I recommend this probationary employee be dismissed before the end of the probationary period and will submit the appropriate forms.				YES / NO  No
If YES, please provide reasons and, where appropriate, specify any areas of improvement required and how these will be monitored.				
Length of the extension (max 2 to 3 months):				
New Probation Period completion date:				
Employee's signature:				
Manager's signature:				
Date:		14.2.24		



CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Sammas Marquis				
Position	Accounts & Admin Officer - Khe				
Date of Interview					
Areas of Assessment	Guiding Points	Marking Criteria	Max Marks*	Marks Awarded	Remarks, if any
Personality	Appearance, Dressing	Interviewer should assess whether s/he properly dressed up for the interview=2, Not=0	2		
Conduct during Interview	General conduct/Communication with coordinators and panel members	Satisfactory=3, Normal=1, Poor=0	3		
Qualification	Relevant qualification as per TORs or Master level qualification however not relevant	Relevant Qualification= 5, Not Relevant= 2	5		
Experience	Relevant Experience as per TORs and general experience	One mark per year for relevant experience while for general experience not relevant to the position total marks will be max.2	5		
Job Competence Assessment	Competence assessment through scenario-based questions taken from ToRs	Ask 5 scenario-based questions relevant to the position, (2 marks each * 5 questions)	10		
Job Knowledge	Knowledge of the position and ToRs s/he has applied for	Ask three questions on the job position and ToRs (2 marks each*3 questions)	6		
Computer Proficiency	Competence assessment through scenario-based questions taken from ToRs	Ask 3 scenario-based questions relevant to the position, (2 marks each * 3 questions)	6		
Personal Attributes	Competencies (Integrity, ambition, initiative, learning aptitude)	As per Panel members judgment	5		
Communication Skills	Effectively expressing and conveying Ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8		
Total Score			50		
Overall Remarks	Can be consider for the job has understanding of payroll handling attending right				
Interviewer's Signature	Jailenya				
Interviewer's Name					

offer 70,000/-

after probation 80,000/-

CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Summes Marqus Yousaf				
Position	HR Officer - Recruitment				
Date of Interview	Acworth Admin Officer - Interview Oct 2023				
Areas of Assessment	Guiding Points	Marking Criteria	Max Marks*	Marks Awarded	Remarks, if any
Personality	Appearance, Dressing	Interviewer should assess whether s/he properly dressed up for the interview=2, Not=0	2		
Conduct during Interview	General conduct/Communication with coordinators and panel members	Satisfactory=3, Normal=1, Poor=0	3		
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Communication Skills	Effectively expressing and conveying Ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8		
Total Score			50		
Overall Remarks	currently working with Akmal Print house (Print & Packaging company) Since 2020 as Asst. Mgr HR/Admin. Total 8 yrs exp HR/Admin.				
Interviewer's Signature	 → Payroll Preparation (180/ staff) → Attendance Mgt. 400/ staff → Good Excel skills.				
Interviewer's Name					

Good candidate.