|  |  |
| --- | --- |
| MR.No |  |
| Employee Name |  |
| Date Of Arrival |  |
| Department |  |
| Designation |  |

Instruction:-

1. Please mark each trait on a rating excellent, good, average and poor.
2. Each KPI carries 10 marks.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.NO | KPI | | RATING | | | |
| EXCELLENT | GOOD | AVERAGE | POOR |
| 1 | Quality Of Work | | 10 | 8 | 6 | 4 |
| 2 | Attendance, Punctuality | | 10 | 8 | 6 | 4 |
| 3 | Initiative | | 10 | 8 | 6 | 4 |
| 4 | Team Work | | 10 | 8 | 6 | 4 |
| 5 | Appearance, Personality | | 10 | 8 | 6 | 4 |
| 6 | Interpersonal Relations | | 10 | 8 | 6 | 4 |
| 7 | Responsibility | | 10 | 8 | 6 | 4 |
| 8 | Handling Feedback | | 10 | 8 | 6 | 4 |
| 9 | Learning Ability | | 10 | 8 | 6 | 4 |
| 10 | Follow Policies and Procedures of MTI-HMC | | 10 | 8 | 6 | 4 |
| Note:  Above 70 to 100 ----- Probation confirm  Above 40 to 60 ------- Probation extension  Below 40 ---------------Probation not confirmed (leads to end of contract) | | | | | | |
| Confirmed | |  | | | | |
| Not Confirmed*(mention reason)* | |  | | | | |
| Extension | |  | | | | |
| Extension Duration | |  | | | | |
| Please specify reason of extension | |  | | | | |
|  | | | | |
| HOD *(Name& Designation)* | |  | | | | |
| Date | |  | | | | |
| General comments, if any | |  | | | | |