|  |  |
| --- | --- |
| 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 confirmAbove 40 to 60 ------- Probation extensionBelow 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 |  |