

Performance Appraisal Form –Management Trainee [HR/CS/Mktg.]
(To be filled up by controlling officer)

For the period :

1) Name :

2) Section/Unit :

3) Name & Design of the Reporting Officer :

4) Appraiser :

Sr. No.	Description	Rate on a scale of 1-5
1	Mastering the rules, procedures and functioning of the Unit / Section etc.	
2	Interpretation, Application of rules procedures in dealing with files.	
3	Openness to learn, Proactive, taking initiative and displaying leadership.	
4	Handling diverse situations, cases and handling exceptions	
5	Teamwork, co-operation and shouldering responsibility for the work assigned.	
6	Creativity, innovation, problem solving and Communication Skills	
7	Punctuality, behavior with superiors, subordinates and other office staff.	
8	Putting up files, notes, handling correspondence.	
9	Significant contribution during the probation period. (Mention and then rate) 1. 2. 3. 4. 5.	
10	Overall Assessment of the Probationer: 4.5 - Excellent, 4 - Outstanding, 3.5 Good. 3 - Satisfactory, 2 – Poor	
	Total for 50	

Leave Availed during the period: (1) CL= (2) EL=
 (3) Medical Leave = (4) EOL=
 (5) Maternity/ Paternity leave:
 (6) Any other Leave=

Signature of Appraiser:

*Signature of Overall Controlling Authority
(Name & Desig)

* Reporting officer of the Appraiser

Performance Appraisal Form –Assistant Manager (Probationers)

[HR/CS/Mktg.]

(To be filled up by controlling officer)

For the period :

1) Name :

2) Section/Unit :

3) Name & Design of the Reporting Officer :

4) Appraiser :

Sr. No.	Description	Rate on a scale of 1-5
1	Mastering the rules, procedures and functioning of the Unit / Section etc.	
2	Interpretation, Application of rules procedures in dealing with files.	
3	Openness to learn, Proactive, taking initiative and displaying leadership.	
4	Handling diverse situations, cases and handling exceptions	
5	Teamwork, co-operation and shouldering responsibility for the work assigned.	
6	Creativity, innovation, problem solving and Communication Skills	
7	Punctuality, behavior with superiors, subordinates and other office staff.	
8	Putting up files, notes, handling correspondence.	
9	Significant contribution during the probation period. (Mention and then rate) 1. 2. 3. 4. 5.	
10	Overall Assessment of the Probationer: 4.5 - Excellent, 4 - Outstanding, 3.5 Good. 3 - Satisfactory, 2 – Poor	
	Total for 50	

Leave Availed during the period: (1) CL= (2) EL=
 (3) Medical Leave = (4) EOL=
 (5) Maternity/ Paternity leave:
 (6) Any other Leave=

Signature of Appraiser:

*Signature of Overall Controlling Authority
(Name & Desig)

* Reporting officer of the Appraiser