



EMPLOYEE CONFIRMATION FORM / PROBATION REVIEW

Note:

It is mandatory for Managers to submit a copy of this form to HR regardless any performance outcome of the stated employee evaluation form. You are suggested to seek the advice of your respective HR Representative in case of any confusion or query arising from employee's side where extending the probationary period or non-confirming the employee in the post can be the possible outcomes.

However, in case of any non-reporting, it will implicate in the assumption that the employee's probation is progressing within the satisfactorily level. The line manager should ensure that the employee is given a copy of this document as a feedback of their probation and should retain the original to monitor progress against set objectives at follow-up meetings.

Probation Record

Employee name:	MUDASSIR ALI	
Job Title:	OFFICE BOY	
Department / Section:	ADMINISTRATION – ISB	
Start Date:	November 02, 2020.	
Line Manager:	Bilal Hamid Butt.	
	Date Due	Please tick when completed
3-month review:		

Review of 3 Months' Probation

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

If any areas of performance, conduct or attendance require improvement please provide details below.

A) Mudassar Ali's performs very well with honesty in the assigned roll. He is very punctual in his attendance. In my opinion he only needs to improve his confidence. In this case I am working on it to raise his confidence level time by time.

Where concerns have been identified, please summarise how these will be addressed during the remaining period of probation.

A) I am already working on it.

Summarise the employee's performance and progress over the period

A) Overall his performance & progress is very good over the probation period.

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(please tick)	Improvement required	Satisfactory	Good	Excellent
Quality and accuracy of work			X	
Efficiency				X
Attendance				X
Time Keeping				X
Work relationships (team work and interpersonal communication skills)				X
Competency in the role			X	
Have the objectives identified for the probationary period been met?	YES	If NO, please provide details		
Have the training / development needs identified for the probationary period been addressed?	YES			
Is the employee's appointment to be confirmed?			YES	
If NO, please provide reasons below and summarise what action has been taken to address any difficulties that have arisen during the probationary period.				
The employee may provide any comments about their experience of the probationary process here.				
A) Overall Probationary Period was very good in the company.				
Should the employee's probationary period be extended?			NO	
If YES, please provide reasons and, where appropriate, specify any areas of improvement required and how these will be monitored.				
NO				
Length of the extension (- months):	X			
New Probation Period completion date:	X			
Employee's signature:	Mudasir Ali			
Manager's signature:	[Signature]			
Date:	22-March-2021.			