

**CONFIDENTIAL**

**PROBATIONARY PERIOD PERFORMANCE REPORT**

**Period : From .....**to.....

1.	Name											
2.	Employee ID											
3.	Designation											
4.	Date of Appointment											
5.	<b>Overall Character Assessment (Scale 1-10) (Please tick on any one)</b>											
	<table border="1"><tr><td>Unsatisfactory</td><td>Average</td><td>Good</td><td>Very Good</td><td>Outstanding</td></tr><tr><td>1-2</td><td>3-4</td><td>5-6</td><td>7-8</td><td>9-10</td></tr></table>	Unsatisfactory	Average	Good	Very Good	Outstanding	1-2	3-4	5-6	7-8	9-10	
Unsatisfactory	Average	Good	Very Good	Outstanding								
1-2	3-4	5-6	7-8	9-10								
	a.) Initiative											
	b.) Keeness & Energy											
	c.) Performance											
	d.) Attendance											
	e.) Attitude towards superiors											
	f.) Attitude towards colleagues											
6.	Specific Shortcoming, if any											
7.	Integrity											
8.	Whether any unsatisfactory performance has been brought to his notice either verbal or in writing											
9.	Training / course completed (tick the appropriate training completed as enclosed)											
10.	Whether he/ she has completed his / her probationary period satisfactorily (to be filled in final report only)											
11.	Whether the official is fit for continuing in service											
12.	Any other remarks/recommendations											

**Signature of the Reporting officer with name and designation**

**Countersigned by HOD/ In Charge with name and stamp**

**(Not required if HOD and Reporting Officer are same)**