



PROBATIONARY EMPLOYEE(S) PROGRESS REVIEW FORM – HR DIVISION

Employee Details (to be filled by the employee currently on probation):

Employee Name:	Employee ID:
Date of joining:	School / Department:
Current Designation:	Location (NIU Campus / Head Office):
Reporting To :	Review Period : 6 months <input type="checkbox"/>

(To be filled by Director / HOD or both – Confirmation Committee):

<i>(please tick)</i>	Improvement required	Satisfactory	Good	Excellent
Quality and accuracy of work				
Efficiency				
Attendance				
Time Keeping				
Work relationships (team work and interpersonal communication skills)				

Competency in the role				
Have the objectives identified for the probationary period been met?	YES / NO	If NO, please provide details		
Have the training / development needs identified for the probationary period been addressed?	YES / NO			
Summarize the employee's performance and progress over the period:				
Is the employee's appointment to be confirmed?				YES / NO
If NO , please provide reasons below and summarize what action has been taken to address any difficulties which have arisen during the probationary period.				
The employee may provide any comments about their experience of the probationary process here: (only to be filled by employee):				
Should the employee's probationary period be extended for further six months?				YES / NO
If YES , please provide reasons and, where appropriate, specify any areas of improvement required and how these will be monitored.				

Overall Results of Review (to be recommended by the Confirmation Committee after verification & authentication):

<input type="checkbox"/> Contributor Performance shows consistent achievement toward meeting expectations.
<input type="checkbox"/> Below Contributor Performance shows deficiencies which interfere with the attainment of expectations.

Final Recommendation by Registrar & Approval by Vice Chancellor:

Registrar (Signature):	Date:
Vice Chancellor (Signature):	Date:
Received by Head HR (Signature):	Date:

Enclosures (if any):