

Employee Confirmation Appraisal Form

(To be filled in by the Employee)

Employee Name:		
Employee ID:		
Location:		
D.O.J:		
Designation:		
Department:		
Reporting Manager:		Designation:

Note: Confirmation appraisal is an indication of your job performance, conduct, business understanding, learning & development and over all a reflection of your achievements and grey areas during your tenure of six months in the organization. You ought to be transparent, to the point and honest in presenting yourself.

A. Role Description:

B. Specific Achievements:

C. Tasks Not Accomplished with reason (if any):

D. Suggestions/ideas given by you that have been implemented for business development, people – process – policies improvements etc:

E. Additional Responsibilities undertaken if any:

F. Training Programs attended including Induction Training:

G. Did the training programs by the company benefit you? How?

H. Certifications/Qualifications Acquired:

I. Please comment on the support from the reporting manager/peers:

Reporting Manager

Peers:

J. Is there anything that you would like to mention that hindered your performance, growth and learning in the system?

K. What support (managerial, supervisory, technology) would have enhanced your performance if they were present in the system?

L. Please summarize you overall performance during the 6 months.

M. Any suggestions you would like to give for the improvement of People, Processes and Policies of the company:

N. Rate yourself between 1-5 (1 – Excellent, 2 – Very Good, 3 – Average, 4 – Poor, 5 – Very Poor)

- | | | |
|--------------|--------------|--------------|
| 1. Excellent | 2. Very Good | |
| 3. Average | 4. Poor | 5. Very Poor |

Reporting Manager's Feedback

O. Please give your feedback for the employee on the following indicators:

Performance:	
Conduct: Behavior, punctuality, integrity & critical incidences	
Strengths:	Improvement Areas

P. How do you rate the employee on his overall tenure with the firm:

- | | |
|--------------|--------------|
| 1. Excellent | 2. Very Good |
| 2. Average | 4. Poor |
| 5. Very Poor | |

Q. Your recommendation for the employee for Job Confirmation/Extension for 3/6 months/
Dissociation with justification:

For the Use of HR Department: