

Annexure 7: Probation Clearance Form

Probation Clearance Form:					
Period from: DD/MM/YYYY to DD/MM/YYYY					
1. Personal Details					
a) Name:					
b) Employee No: XXXX					
c) Designation:					
d) Qualification:					
e) Grade:					
f) Pay Scale: XXXXX-XXX-XXXXX					
g) Place of Posting:					
h) Employee CID No:					
Brief description of duties:					
SN	Competency	Rating Attributes (<i>tick only</i>)			
		Very Good	Good	Unsatisfactory	Remark
1	Attitude				
2	Adaptability				
3	Integrity and Trust				
4	Interpersonal Relationship				
5	Work Knowledge and Skill				
6	Communication Skill				
7	Work Output				
8	Punctuality				
Signature of Immediate supervisor					