Date: ..............

**EVALUATION FORM FOR SERVICE REGULARIZATION**

(For non-teaching staff on probation)

**Name of staff: …………………………………………..Dept.: ……………………………………..**

**Please tick ( √ ) the most appropriate box along each row in the following scale of 1 = very poor,**

**2 = poor, 3 = satisfactory, 4 = good, 5 = very good**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria/competencies** | **1** | **2** | **3** | **4** | **5** | **Remark** |
| Work knowledge |  |  |  |  |  |  |
| Attendance & Punctuality |  |  |  |  |  |  |
| Team work |  |  |  |  |  |  |
| Initiative (brings new ideas, proactive) |  |  |  |  |  |  |
| Interpersonal relationship |  |  |  |  |  |  |
| Attitude |  |  |  |  |  |  |

**Tick ( √ ) whether to Regularise or Not Regularise:**

1. **Regularise**
2. **Not regularise**

Evaluator: .................................................. Signature: ....................................... Date: ...................