

PROBATION & CONFIRMATION APPRAISAL TEMPLATE

Employee ID & Name: <u>04298 / SELVA-M</u>		Date of Joining: <u>05/02/2024</u>	
Designation: <u>EXECUTIVE</u>		Date of Confirmation: _____	
L1 Manager: <u>Mr. Manikandan . G</u>	L2 Manager: _____	Mr. <u>Aravindhaas</u>	_____
Current Work Location: <u>Chennai</u>			

(A) Mention the Top 5 Key Responsibilities and achieved against each target to be mentioned by an EMPLOYEE:-

S.No	Key Responsibilities	Units of Measure	Target	Actuals	% Achieved	L1 Manager comments
1	Loading unloading time Frame	Scanning	100%	95%	90%	Received OPL delay
2	Operational misses	Shortage of Artical	0-5%	1.5%	95%	Without marking by AA
3	On time dispatch Performance hub	Vehicle out time	100%	90%	90%	To be improve Range Veh
4	Process Adherence	OAPL movement	100%	85%	80%	Scanning to be improve
5	Attendance	leave Taken	As per company policy	90%	80%	Take leave with permission

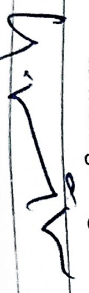
(B) To be filled by L1 MANAGER - List out TOP 3 AREAS during his Probation Period:-

S.No	Did Better	Need to do better	To learn
1	Leading and unloading	To be improve Ancore software	Vehicle management
2	Handling labour and Drivers.	To be improve Handling Agent	Short & Excess Analysis
3	OAPL Movement	To be improve Date vehicle dispatch	To be take Responsibility

L1 MANAGER RECOMMENDATION (Please tick):-

Confirmed
 Extended

If Extended, Mention the reasons (to be done by L1 Manager)

L1 Manager Signature	
	
L2 Manager Signature	