

PROBATIONARY REPORT

N° Personnel:	
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1. Report details

1. 1. *Period*

Probationary period: from: to

1. 2. *Reporting officer*

Name, first name:	
Personnel N°:	
Position:	

Reporting officer

Name, first name:	
Position:	

2. Personal details of the probationer

First name:		Cat. + Grade:	
Name:			
Administrative address:			

Tel.:			
Fax:		Place of employment:	

3. Probationary report

3.1. Capacities

* Aptitude to carry out the current tasks and to achieve the fixed objectives [Efficiency]	Satisfactory <input type="checkbox"/> .	Insufficient <input type="checkbox"/> .
* Aptitude for management [Competencies]	Satisfactory <input type="checkbox"/> .	Insufficient <input type="checkbox"/> .
* Personal commitment, working with others [Conduct in the service]	Satisfactory <input type="checkbox"/> .	Insufficient <input type="checkbox"/> .

3.2. Breaks in the service (length and reasons)

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3.3. General comments

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4. Recommendation of the reporting officers at the end of the probationary period

* Confirmation on his/her functions☐

* Probationary period to be extended☐

* Appointment to be terminated at the end of the probationary period☐

5. Final approval

5. 1. Reporting officers' signature

Date of dialogue:

Signed by	DATE
Signed by	DATE

5. 2. Probationer's signature

YOU MAY ENTER ANY COMMENTS YOU WISH TO MAKE ABOUT YOUR APPRAISAL IN THE SECTION BELOW.

If you are not in agreement with the content of the report or some of his aspects and do not wish to accept it, you will use this section to ask, within [8 days], to ask that the Committee be apprised; and it, by specifying the reasons for such a request.

Additional comments

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Please sign and send the report to the reporting officers within [8 days].

Signed by		DATE	
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6. **Appeal procedure**

☐ Transmission of the report to the president of the management board and opinion

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☐Transmission to the Management Board and opinion

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Final Decision of the Chairman of the administrative board:

☐ Confirmation in his/her functions

☐ Appointment to be terminated at the end of the probationary period

Comments if the opinion of the president of the management board departs from that of the Administrative Board