

PENILAIAN & KONFIRMASI MASA PERCOBAAN

Evaluation & Confirmation of Probation

Evaluation is to be done 2 weeks prior to the probation period date end.

Masa Percobaan Promosi
Promotional Probation

Masa Percobaan Karyawan Baru
Probation for new worker

Nama karyawan <i>Staff Name</i>		Mulai masa percobaan <i>Probation Period start date</i>				
Jabatan <i>Position</i>		Akhir masa percobaan <i>Probation Period end date</i>				
NIK <i>Staff Number</i>		Divisi / Unit Bisnis <i>Division/Business Unit</i>				
Departemen <i>Department</i>		Kampus <i>Campus</i>				
PENILAIAN SELAMA MASA PERCOBAAN <i>EVALUATION DURING PROBATION PERIOD</i>						
Silahkan cantumkan skor dengan rentang 1-10 (bukan di centang). <i>Please put the score with range of 1-10 (do not checklist).</i>						
No.	Faktor Penilaian <i>Evaluation Factor</i>	10-9	8-7	6-5	4-3	2-1
1	Pengetahuan dan keterampilan kerja <i>Job Knowledge and Skills</i>					
2	Kualitas kerja <i>Job Quality</i>					
3	Kuantitas kerja <i>Job Quantity</i>					
4	Hubungan dan kerjasama dalam pekerjaan <i>Relations and Team Work</i>					
5	Inisiatif dalam pekerjaan <i>Proactive on the Job</i>					
6	Kehadiran kerja <i>Work Attendance</i>					
7	Kepatuhan pada peraturan / disiplin <i>Work Discipline</i>					
8	Tanggung jawab pada pekerjaan <i>Work Responsibility</i>					
9	Kepedulian pada 5 R (Ringkas, Rapih, Resik, Rawat, Rajin) & keselamatan kerja <i>Awareness of Cleanliness Tidiness, Care & Work Safety</i>					
10	Minat pada pekerjaan <i>Work Interest</i>					
Total Nilai						

Sistim Penilaian <i>Scoring System</i>			Konfirmasi dari atasan yang bersangkutan dan Disetujui oleh Dept.Head/Dean/Dir.S1/Dir.S2/Dir.GA <i>Supervisor Confirmation and Approval by Dept.</i> <i>Head/Dean/Dir. of UGP/ Dir. of PGP/ Dir. of G.A</i>	
Baik Sekali <i>Excellent</i>	BS	91 s/d. 100		<input type="checkbox"/> Lulus masa percobaan <i>Probation Period Passed</i>
Baik <i>Good</i>	B	81 s/d. 90		
Kurang <i>Poor</i>	K	≤80		
Nilai ≥81, lulus masa percobaan. <i>Score ≥81, pass the Probation Period.</i>			Tanda tangan Atasan <i>Supervisor Signature</i>	
Nilai ≤80, tidak lulus Masa Percobaan. <i>Score ≤80, failed the Probation Period</i>			Tanda tangan Head/Dean/Dir. <i>Dept. Head/ Dean/Director Signature</i>	
			Nama: <i>Name</i>	
			Tanggal: <i>Date</i>	
Catatan Personalia: <i>Personnel Record</i>				

Cn.hrd/f-pkmp/08/ikb/03/2020/00