



European School LLC

შპს ევროპული სკოლა

Recruitment, Selection and Induction Policy



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Section I. General Provisions

Article 1. Scope

1. New Employee Recruitment, Selection and Induction Policy (hereafter the Policy) is developed for managing the recruitment, selection and induction process of new employees at European School LTD (Hereinafter- “the School”).
2. This policy is developed in accordance with Georgian legislation and applies to all vacant positions and all employees of the School.
3. Other issues related to the recruitment, selection and induction of new employees that are not regulated by this policy, as well as issues related to labor relations (including dismissal) are governed by the School’s Internal Regulations, other legal acts of the School and legislation of Georgia.

Article 2. Selection Principles

1. Process of selection of new employees at the School is conducted in accordance with the Labor Code of Georgia, legislation of Georgia and regulations of the School, taking into consideration the principles of objectivity, transparency, equality, publicity and fairness.
2. Human Resources Management Division (hereinafter referred to as "HRM Division") is responsible for ensuring the implementation of this policy and observing its principles.
3. HRM Division shall:
 - a) allocate reasonable time for selection process for any vacant position to gather necessary information about the candidates, assess risks and ensure adequate and fair implementation of the selection process;
 - b) before commencement of work by selected candidates, request submission by relevant person of certificates of previous convictions / medical drug tests / sexual offence convictions, as well as all other documents set out in internal regulations of the School;
 - c) ensure implementation of other measures under internal regulations and legal acts of the School and this Policy.
4. Persons convicted for deliberate offences and those who have not been released from such convictions shall not be employed as teachers in the School.
5. Persons convicted for offences against sexual freedom and immunity under the Law of Georgia on Combatting Crimes against Sexual Freedom and Immunity shall not be employed at the School, despite being released from such convictions or expunged.
6. The School is entitled to request candidates to submit relevant proofs for information indicated in competition documents within deadlines set by the School.
7. The School is entitled to request candidates to provide references and/or contact details of referees at any stage of selection. References may be submitted both in writing and



verbally. The School is entitled to contact former or current employer of the candidate (with the candidate's consent).

Section II. Attraction of Candidates and Selection process

Article 3. Selection process and promotion opportunities

1. Methods for the selection of new employees include selection of employees for vacant position / employment (a person is appointed on the vacant position at the School) on the basis of:
 - a) recommendation;
 - b) internal competition; or
 - c) external competition.
2. A person is appointed on vacant position within Georgian program introduced in the School on the basis of internal or external competition, while vacant positions of special teachers are filled through external competition. Persons are appointed on vacant positions of teachers for International Baccalaureate Program and American Higher School Program on the basis of recommendation or internal or external competitions.
3. A person is appointed on the position of invited and/or substitute teacher on the basis of recommendation, or internal or external competition.
4. Selection process is coordinated and managed by HRM Division.
5. New employees are selected in the event of:
 - a) dismissal of current employees;
 - b) new position/opening at the School;
 - c) increase of the number of employees for specific positions (as required).
6. Before the start of each academic year (and before commencement of new academic semester, as required), HRM Division conducts active cooperation with leads/coordinators of academic programs at the School (hereafter the Programs), heads of sectoral departments / structural units, to identify details with regard to human resources requirements and prepare relevant selection plan.
7. HRM Division shall commence the selection process only in case of written or verbal request submitted by the School Management and head of relevant structural unit, for the selection of a new employee for vacant position. Request of the head of structural unit shall be confirmed by the School Director or Administrative Manager in writing or verbally, considering subordinated structural units.
8. In case of request for the selection of new employee, HRM Division prepares the job advertisement for the vacancy and ensures conformity of such advertisement with applicable legislation and vacant position. Advertisement for the vacancy shall include: a) name of the School and contact information;



- b) name of the position to be filled through competition, as well as subject/class in case of teacher vacancies;
 - c) list of main functions and duties;
 - d) qualification requirements;
 - e) information about working hours;
 - f) salary information (mandatory for Georgian program teachers only (except for invited and substitute teachers));
 - g) commencement date (mandatory for Georgian program teachers only (except for invited and substitute teachers));
 - h) deadlines for submission of resumes/applications. Deadline for the submission of application shall not be less than 5 calendar days;
 - i) applicant's consent for processing personal data;
 - j) additional information, if any.
9. If selection of a new employee is requested, considering qualification requirements of the vacancy, HRM Division reviews the employee database (talent pool) of the School and, in case of existence of relevant candidate(s), submits candidates to the head of relevant structural unit and School Management for considering promotion, with the purpose of supporting employee promotion and career development.

Article 4. Special qualification requirements for teachers

1. Candidates for teachers of the School's Georgian program shall meet the requirements of professional standards of teachers and special qualification requirement(s) set out in the Order N 174/m dated August 20, 2019 of the Minister of Education, Science, Culture and Sport of Georgia on the approval of the Procedures for Commencement and Termination of Teacher's Professional Activities.
2. In addition, following persons can be accepted to the Georgian program:
 - a) invited teacher – individual with competence for teaching relevant subject and/or practical experience of working in the relevant field. Besides, his/her work load shall not exceed 9 (nine) classroom hours per week.
 - b) Substitute teacher – individual replacing the teacher absent temporarily, to teach subjects under national curriculum / contingency subjects without engaging in the teachers' professional development scheme and career growth, if such teacher temporarily absent cannot be substituted by other teachers of the School. Substitute teacher shall be experienced in teaching relevant subject and/or have relevant qualification. Substitute teacher shall have bachelor's degree in the subject field or subject group under national curriculum and meet the requirements defined for invited teachers. Term of the agreement signed with the substitute teacher shall be until substituted teacher returns to his/her position.



- c) Seeker – individual with bachelor’s degree in the subject field of or group of subjects under national curriculum, who may be employed for the term of 2 years based on the School’s requirements. Consent of the LEPL Teacher’s Professional Development Center shall be required to sign relevant agreement. During the above 2-year term, seekers shall be engaged in the seekers program. In case of successful completion of the program, seeker will obtain the status of a teacher.
- d) Until the end of 2023, persons with bachelor’s degree or equivalent shall also be entitled to practice as teachers, who:
 - d.a) within 2 years from the date of commencement, shall pass the exam in the subject and teacher’s educational training program or distance course in educational training program for teachers.
 - d.b) has passed subject exam prior to commencement and participated in educational training program for teachers.

Article 5. Selection/employment through recommendation

- 1. New employees may be selected/employed through recommendation in accordance with paragraphs 1-3, Article 3 of this Policy.
- 2. Selection/employment through recommendation shall be performed in the following manner:
 - a) School Management, head of the relevant structural unit, direct supervisor and/or HRM Division recommends specific candidate(s) in writing or verbally, for the purpose of selection/employment without competition. More than one candidate may be recommended;
 - b) HRM Division, together with the head of relevant structural unit / direct supervisor, establishes conformance of such candidates with the requirements of relevant vacancy;
 - c) If the recommended candidate does not meet qualification requirements for the vacant position, selection process shall be terminated. If the candidate meets the qualification requirements for the vacancy, such candidate is directly appointed on the vacant position at the decision of the School Management, or go through selection stages for vacant position, with the exception of the application screening stage.

Article 6. Announcement of the competition

- 1. In case no suitable candidates can be selected as a result of talent pool review and no decision has been made on the promotion, or no candidates are selected/appointed through recommendation, HRM Division announces internal or external competition for the vacancy, in accordance with paragraph 1-3, Article 3 hereof. Announcement of internal competition is mandatory only for teachers of Georgian program of the School (except for special teacher and invited and/or substitute teachers).



2. As for vacant position of a teacher for Georgian program (when internal competition is mandatory to be announced), if due to the specifics of the vacancy or other circumstances it is impossible to announce internal competition (in case of absence of justified decision) or if no relevant candidate was selected through internal competition, external competition shall be held.
3. Any able interested person can participate in the external competition, while only persons employed by the School can participate in the internal competition, if meeting the requirements of the vacancy.
4. To ensure uninterrupted operation, the School shall be entitled to announce competition for the position not vacant by the time of announcement, although it is confirmed that such position will become vacant by the time of completion of the competition.
5. For teacher's vacancies for Georgian program of the School, competition shall be announced by the order of the School Director. Deadlines, terms, composition of the competition commission etc. shall be defined at the time of announcement.
6. Advertisement for external competition shall be posted publicly, on the School's webpage and/or relevant webpage associated with labor relations, social networks and/or publishing institutions, while in case of external competition for Georgian Program teacher – at least on the following webpage - <http://teacherjobs.ge/> Advertisement for internal competition shall be posted on the School webpage and/or at such locations within the School accessible for all employees.

Article 7. Collecting applications

1. During internal competition, HRM Division is entitled to disseminate information about competition within employees to attract candidates, through corporate mail, School webpage and/or social network, and/or other means.
2. During external competition, HRM Division may use various means to attract candidates, including:
 - a) publish competition announcement on the School's webpage;
 - b) publish competition announcement on employment websites (local and international);
 - c) participate in employment forums;
 - d) use services of employment agencies (local and international; use headhunting if required);
 - e) electronic database of candidates (local and international);
 - f) social network;
 - g) referral program;
 - h) thematic discussions / presentations in higher or professional institutions or other relevant entities.



Article 8. Stages of Competition

1. Based on the specifics and requirements of the position, following stages of competition may apply:
 - a) screening applications submitted by applicants;
 - b) written assignment/test;
 - c) interview with selected candidate;
 - d) demo lesson (in case of academic personnel);
 - e) identify results of the competition.
2. HRM Division shall, together with the School Management and head of relevant structural unit, define stages of competition for each specific vacancy.
3. First stage of competition for any vacancy shall be the application screening. HRM Division reviews all submitted resumes/applications and elaborates the list of candidates who qualify for vacancy requirements.
4. Upon screening of applications, HRM Division contacts through phone/e-mail those candidates who proceed with the next stage of competition. Besides, candidates will receive periodic information from HRM Division about the status of competition and/or results.
5. HRM Division shall, as required/requested, submit all applications for the vacant position to the head of relevant structural unit and/or School Management.

Article 9. Written assignment/test

1. The School is authorized to invite candidates to participate in a written assignment/test, in order to better determine conformance with qualification requirements.
2. Written assignments/tests are conducted in writing or electronically and may involve both general skills test and intellectual tests, as well as professional tests based on vacancy requirements.
3. Subject of the written assignment/test and upper limit of scores to be obtained by candidates (if any) shall be determined by the School.
4. HRM Division ensures that all written assignments/test are associated with the work to be performed by candidates in the future, or qualification requirements.
5. Written assignments/test shall be prepared confidentially by independent expert, HRM Division and/or relevant structural unit / any structural unit of the school.

Article 10. Job Interview

1. Job interview is a mandatory stage of the competition. Purpose of the job interview is to verify and/or specify information available about candidates, evaluate professional skills, communication skills and other aspects associated with the candidate's future activities.
2. Job interviews may be conducted both in and outside the School and/or remotely.



3. HRM Division shall ensure that all selected candidates have an option to attend interviews.
4. Before the interview, HRM Division shall submit resumes of candidates to each member of the competition commission.
5. Job interviews can be conducted in a single or several stages. In case of several stages, first stage is conducted by HRM Division, followed by submission of evaluation of all candidates to the head of relevant structural unit and School Management. Based on the results of interviews with HRM Division, list of candidates moving to the next stage of competition is prepared. HRM Division schedules next step of interviews with such candidates.
6. As required and based on the specific nature of the vacant position, first stage of the competition may be conducted collectively by HRM Division and the head of relevant structural unit.
7. Persons involved in the job interview evaluate each candidate individually. Based on evaluation and review, competition commission decides on the relevance of candidates with the requirements of vacant position.
8. Members of the Competition Commission may use evaluation forms (Appendix 1) to evaluate candidates.

Article 11. Demo Lessons

1. Competition stage for academic personnel (except for when decision is made at the previous stage in connection with the selection of final candidate) may entail demo lessons. For the purpose of this Policy, academic personnel shall mean School employees directly engaged in the process of teaching, including teachers and mentors of pre-school center.
2. Demo lessons shall be conducted before the Commission within 10-15-minute timeframe, as required.
3. Demo lessons are evaluated in accordance with Appendix 2.

Section III. Competition Commission

Article 12. Competition Commission

1. Competition Commission (hereafter the Commission) is formed by the School Director's order to conduct competition for the vacancy, comprising at least three members, to select best candidates for the vacant position(s). Composition of the Commission and number of members may vary based on the requirements and specifics of the vacancy.
2. HRM Division prepares documentation necessary for the Commission to operate, as well as necessary of organizational and other measures.
3. A member of the Commission shall not be:



- a) School employee participating in the competition as a candidate;
 - b) family member / close relative of the candidate (mother, father, spouse, child (stepchild), children and stepchildren of parents and children, sister, brother, brother in law, sister in law).
4. The Commission is headed by the head of commission – School Director / Administrative Manager (according to subordination), and a person authorized by the Chairman in case of their absence.
 5. Activities of the Commission are confidential. Each member of the Commission shall maintain confidentiality in the course of activities and shall not disclose information regarding the work of the Commission until competition results are made public.
 6. Any form of influence on the Commission or any member thereof by candidates and/or in the name of candidates with regard to competency shall be unacceptable.

Article 13. Avoidance of the Commission member

1. Commission members shall declare such circumstances prior to the commencement of competition stages, which may prevent them from objective evaluation of candidates and making unbiased decisions.
2. In the event of circumstance set out in paragraph 1 hereof, member of the Commission shall declare self-avoidance. Therefore, such member will not participate in the process of evaluation of other candidates for the same position.
3. If a member of the Commission does not declare circumstances set out in paragraph 1 hereof, and such circumstances are identified by the Commission during competition, evaluation by such member will not be taken into account when making final decision.

Article 14. Activities of the Commission

1. The Commission shall allow sufficient time for all candidates to prove skills and relevance with qualification requirements.
2. The Commission shall evaluate each candidate individually. The Commission evaluates relevance of candidates for teacher vacancies with professional knowledge, skills and qualification under professional standards of teachers.
3. The Commission is authorized to withdraw a candidate from competition if:
 - a) submitted documentation contains incorrect information;
 - b) documentation is falsified;
 - c) candidates failed to submit requested documents within the deadline established by the School;
 - d) candidates did not appear, or refused to conduct written assignment/test, job interview and/or demo lesson.
4. The Commission may make decisions on the selection of the final candidate at any stage of selection/competition and cancel further stages of competition.



5. The Commission is entitled to make decisions if the meeting is attended by the majority of members, but at least by 3 members. In case of equal votes, vote of the chairman of the Commission/meeting shall be decisive.
6. Evaluation of candidates by the Commission shall be objective, unbiased, consecutive and equal for each candidate, at all stages of competition.
7. Candidates shall be evaluated based on submitted documents, results of the job interview or other assignments, work experience and education.

Section IV. Decisions of the Commission, end of competition, reserve

Article 15. Decisions of the Commission

1. Upon completion of competition stages, the Commission shall make decisions via open ballot. Justified results of the evaluation of candidates by the Commission and final decision (on the appointment of specific candidates, or rejection) shall be reflected in the Minutes of the Commission Meeting to be signed by the Chairman of the Meeting and attending Commission members. Members of the Commission shall be entitled to attach their different opinions to the minutes and make relevant notes.
2. Full documentation regarding selection of candidates shall be handed over to HRM Division for storage upon completion of the competition. Originals (if any) of the submitted documents shall be returned to the candidate as requested.
3. HRM Division shall, within ten calendar days from the decision of the Commission, notify each candidate in writing and/or electronically about the decision made with respect to such candidates.

Article 16. Cancellation/termination of competition

1. Competition shall be deemed cancelled, if:
 - a) no applications have been submitted;
 - b) the Commission refuses reasonably to suggest the candidate for the appointment on vacant position;
2. The School is entitled to terminate competition at any stage if objective reasons are present.

Article 17. Reserve candidates

1. Reserve candidates may be identified in the course of selection to occupy vacant positions in case selected candidate refuses to accept the offer, or is entered into reserve base.
2. Based of the list reserve candidates identified during selection, HRM Division forms the base of reserve teachers and other employees, who may be employed from time to time as necessary, to substitute teachers or other employees (sick leave, any type of vacation under labor legislation etc.).



3. HRM Division ensures verification of qualification and references of persons in reserve candidates base before employment, and request candidates to submit all necessary documents, to ensure full compliance with the requirements/standards of applicable legislation / School.

Section V. Employment and Induction of New Employees

Article 18. Employment

1. Upon making final decision, HRM Division is entitled to send job offer to the selected candidate and/or obtain verbal consent for employment.
2. Upon obtaining written and/or verbal consent on employment from relevant candidate, HRM Division shall send such candidate the list of documents required for employment under internal regulations of the School, to be submitted to the School by the candidate at least 5 (five) working days prior to signing of the agreement.
3. HRM Division shall compile the labor agreement to be signed with the candidate and provide the candidate with a copy of the agreement and legal acts of the School (internal regulations, code of ethics, job description and personal data protection policy etc.) to be reviewed by the candidate prior to signing the agreement.
4. Other matters associated with employment and signing of the agreement shall be governed by internal regulations of the School.
5. Upon obtaining written and/or verbal consent from the candidate on the employment, head of relevant structural unit and HRM Division shall start preparations for induction of the new employee.

Article 19. Induction of new employees

1. Induction of new employees is an important step to create positive environment for new employees and retain such employees for longer period of time. Purpose of induction is to ensure that the School clearly provides all information to the employee necessary for integration into the School, provide information about the School and important processes within the School, define future activities properly, to facilitate engagement in teamwork. The process of induction facilitates timely and adequate involvement of new employees in School activities within their competence and becoming productive members of the team. Induction process consists of five stages:
 - a) Pre-contractual relationship – induction of employees starts from the first contact with the School, involving stages prior to employment (job interview, demo class (if any), making an offer etc.);
 - b) Welcoming – organize processes necessary for commencement of work by new employee – HRM Division, together with direct supervisor of the new employee, shall coordinate provision of working area, computers and other resources required for



uninterrupted work of new employees, create corporate e-mail addresses and users for all programs in which such employees shall work, prepare corporate passes as required and ensure that new employees have access to necessary office supplies;

- c) Integration – Presentation about the School and induction documentation - HRM Division representative meets new employees when arriving at School, to deliver presentation about the School and provide induction documents (internal regulations, code of ethics, as well as agreement and job description, personal data protection policy etc., unless such documents have already been sent to the new employee electronically prior to arrival to School). Besides, HRM Division representative conducts a tour of the School premises, upon which new employees are redirected to direct supervisors. Direct supervisor introduces new employees to relevant structural unit / program staff, followed by introduction to working environment, review of job functions and development of short-term action plan;
- d) Evaluation of probation period – Upon expiration of the probation period (if any), new employees are evaluated by direct supervisors. Upon successful completion of the probation period, next stage of induction starts;
- e) Support - HRM Division plans for and conducts various activities with new employees to facilitate introduction and socialization and encourage new employees to actively engage in School life and participate in various internal and external activities (e.g. trips, corporate events etc.).



Appendix N 1 Candidate Evaluation Form

General

Evaluation Criteria

Criteria	Weight (%)	Rating (1-5)	Weighted Score	Comments
Educational Background	15 %			Assess the candidate's formal education and its relevance to the role.
Work-Related Experience	20%			Evaluate the candidate's relevant work experience and accomplishments.
Technical Skills	25%			Assess the candidate's proficiency in necessary technical skills (software, tools, etc.).
Communication Skills	15%			Evaluate clarity, articulation, and the ability to listen and engage in conversation.
Problem-Solving Skills	10%			Assess the candidate's ability to analyze issues and come up with solutions.
Teamwork and Collaboration	10%			Evaluate the candidate's ability to collaborate and contribute to team efforts.
Overall Fit for the Role	5%			Assess how well the candidate fits within the role and the organization's culture.
Future Potential	5%			Assess the candidate's growth potential within the company over time.

Rating Scale

Rating	Description
1	Unsatisfactory: Significant gaps in skills/experience; unlikely to succeed in the role.
2	Needs Improvement: Some key skills/experience lacking; requires further development.
3	Meets Expectations: Competent, capable of performing the role with minimal guidance.
4	Exceeds Expectations: Strong qualifications, exceeds most requirements for the role.
5	Outstanding: Exceptional qualifications; highly suited for the role and exceeds expectations across all criteria.

Evaluation Summary

Total Weighted Score	Calculated Total
Strengths	[Insert strengths identified during the interview.]
Areas for Improvement	[Insert any areas where the candidate could improve.]
Cultural Fit	[Evaluate the candidate's alignment with company values and culture.]
Recommendation	[Strongly Recommend / Recommend / Do Not Recommend]



Appendix N 2

Date	
Evaluator	
Teacher	
Class and audience	
Subject	
Number of Students	

Criteria	Evaluation				justification / comment
	to be improved	satisfactory	good	excellent	
1. Classroom environment					
1.1. Environment supporting mutual respect and understanding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Components: <ul style="list-style-type: none"> Favorable relationship between the teacher and the student based on equality. Respectful communication, active listening. Recognition of diversity, ethnic, religious and cultural differences, tolerance and promotion of associated activities Acceptance and respect of different opinions. 					
1.2. Class management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

<p>Components:</p> <ul style="list-style-type: none"> • Students are aware of and follow the code of conduct (delegation of responsibility for following rules). • Students are well aware of and follow relevant rules of planned activities. • Teacher and students do not waste time during changes of classroom activities. 					
1.3. Learning resource	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<p>Components:</p> <ul style="list-style-type: none"> • Effective (targeted) usage of resources. • Equal availability of learning resources for students and safe usage. • Place furniture (as a resource) in accordance with classroom activities. Prepare learning resources considering individual requirements of all students (including students with disabilities). 					
2. Teaching					
2.1. Knowledge of the subject and using such knowledge when teaching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<p>Components:</p> <ul style="list-style-type: none"> • Knowledge of the content of the subject; • Knowledge of modern/up to date achievements and studies in the field (including subject didactics); • Establish inter-disciplinary and intra-disciplinary links • Knowledge of students' age and individual needs and relevant usage. 					

2.2. Planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<p>Components:</p> <ul style="list-style-type: none"> • Links established between lesson plan components; • Main principles of constructivism are considered in the lesson plan; • Inter-disciplinary and intra-disciplinary links are apparent in the plan; • Goal of the lesson is defined realistically, is specific, considers relevant disciplinary standard, student needs and interests; • Activities, strategies and resources under the plan are diverse and ensure achievement of goals; • Evaluation methods indicated in the plan measure targets achieved by the teacher 					
2.1 Communication with students					
2.1. a. Definition of learning objectives and content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<p>Components:</p> <ul style="list-style-type: none"> • Clarity of lesson objective. • Clear/accurate definition of concepts, rules etc. • Accurate delivery of subject content. • Information organization. • Language diversity¹ and specific application (in case of foreign languages – correct accents in words). • Effective usage of speech pace, tone, non-verbal means of communication. 					
2.1. b. Instructions for activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

¹ in case of foreign languages, classroom activities shall be mainly conducted in the target language.



Components:

Clear instructions issued for learning activities considering specifics of the lesson.

2.2. Teaching strategies





Appendix N 3

PROBATIONARY EVALUATION FORM

Section I – General:

Employee	
Job Title	
Date Appointed	
Line Manager	
Structural Unit	

Initial Appointment:

Promotion:

This evaluation form must be completed by the employee's Line Manager and submitted in a signed form to the Human Resources Management Division no later than:

Section II – For Line Manager

	Unsatisfactory	Average	Above Average	Not Applicable	Not Observed
Check appropriate box for each criteria listed. A negative report requires written documentation.	Employee is not performing up to department standards	Employee is on a par with others in title	Employee performs/functions above most peers	Indicate the reason why below	
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to be Trained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Evaluation:

Satisfactory:

Unsatisfactory:

Comments REQUIRED:



Areas that require development and suggestions to accomplish:

I RECOMMEND:

- Permanency
- Termination

Signatories:

Line Manager:

Other Authorized Manager:

Employee:

(I have read the document and confirm that it is written in a language I understand, which I agree to and confirm by signing)

Human Resources Management Division:



Instruction for Completing a Probationary Evaluation Form

The line manager monitors and evaluates the employee's conduct and performance throughout the probationary period.

- a) The line manager reviews the evaluation content and confirms the accuracy of the provided information by signing the document.
- b) The line manager is responsible for submitting the completed evaluation form to the Human Resources Management Division within the prescribed deadline.

The representative of the **Human Resources Management Division**:

- a) Reviews the completed evaluation form together with the probationary employee.
- b) Adds summary comments, if deemed necessary.

By signing the evaluation form, the **probationary employee acknowledges** that they have read and understood the document, which is provided in a language they comprehend.

If the **probationary employee's performance or behavior fails** to meet the required standards:

- a) The employer is eligible to terminate the probationary employment contract at any time before the end of the probationary period.
- b) The probationary employee will be formally notified of the employer's decision to terminate the employment relationship prior to the expiration of the probationary period.