

King Mongkut’s University of Technology Thonburi

Evaluation Form for Trial Period of KMUTT’s Operation Staff in other Professional Fields

The 1st evaluation, dated.....

The 2nd evaluation, dated.....

The 3rd evaluation, dated.....

The 4th evaluation, dated.....

Part I : Basic Information

1. Name of Evaluatee

Educational DegreePosition.....

Affiliation.....

Trial started from.....to.....

A total duration of trial period.....2.....years

Part II : Guidance/ Suggestion/ Supervision

I have been working under the guidance/ suggestion/ supervision of (Mr. / Mrs. / Miss)

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Part III : Comment of Head of Department/ Chairman of Program or Primary Superior

The 1st comment.....

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The 2nd comment.....

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The 3rd comment.....

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The 4th comment.....

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Signature.....

(.....)

Position.....

Date.....Month.....Year B.E.....

Part IV : Summary Report of Trial Evaluation Result

1. Evaluation summary of 2-year trial starting from
Date.....month.....Year B.E.....to
Date.....month.....Year B.E.....to
2. The report form of work performance, qualification for work evaluation, and individual qualification evaluation used in each trial evaluation must be enclosed. In addition, the evaluation of each trial must be summarized according to the following form :

Round	Period From.....to....	Evaluation Report	Received Score/Full Score	Percentag e	Pas s	Fai l	Minimu m Score
1 st		Work performance according to job description, qualification for work and individual qualification					60%
2 nd		Work performance according to job description, qualification for work and individual qualification					60%
3 rd		Work performance according to job description, qualification for work and individual qualification					60%

4 th		Work performance according to job description, qualification for work and individual qualification				60%
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Part V : Suggestion/ Comment

A. Comment on the 1st evaluation

1. Comment of Committee accompanied with the trial evaluation

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2. Result

- Approve of the trial continuing
- Approve of the trial continuing with the following improvements

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- Approve of the expulsion because

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B. Comment on the 2nd evaluation

1. Comment of Committee accompanied with the trial evaluation

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2. Result

- Approve of the trial continuing
- Approve of the trial continuing with the following improvements

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- Approve of the expulsion because

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C. Comment on the 3rd evaluation

1. Comment of Committee accompanied with the trial evaluation

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2. Result

- Approve of the trial continuing
- Approve of the trial continuing with the following improvements

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- Approve of the expulsion because

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D. Comment on the 4th evaluation

1. Comment of Committee accompanied with the trial evaluation

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2. Result

- Approve of the trial continuing
- Approve of the trial continuing with the following improvements

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- Approve of the expulsion because

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1. Signature.....Chairman of
Committee

(.....)

2. Signature.....Committee

(.....)

3. Signature.....Committee

(.....)

4. Signature.....Committee

(.....)

5. Signature.....Committee

(.....)

Date.....Month.....B.E.....

Part VI : Comment and Order of Authorized Person for Appointment

- Agree on the above mentioned evaluations, procedures and 3-year renewal of agreement.
- Disagree on the above mentioned evaluations and procedures as follows
:(Please give the reason for the abovecomment)

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Signature.....
(.....)
Position.....
Date.....Month.....Year B.E.....

Manual and Explanation
for the application of evaluation form for trial period of KMUTT's operation staff
in other professional fields

1. Objective

The evaluation form for trial period is produced with the purposes of the systematic and stand consideration for the trial evaluation of KMUTT, and of acquiring qualified and appropriate staff to continue working for KMUTT.

2. Procedures of Trail Evaluation

2.1 Human Resources Development Division notifies Trial Evaluation Committee and Superior of the appointment order assigned to trial person by enclosing the evaluation form for trial result and completing Part I.

2.2 When it is the duration of evaluation (every 6 months), superior completes Part II and III and submits it to the Trial Evaluation Committee.

2.3 Trial Evaluation Committee evaluates according to Evaluation Form for work Performance, Evaluation Form for Qualification for Work and Individual Qualification. These three evaluation forms must be regularly enclosed with the trial evaluation. Then, the trial evaluation summary must be completed in Part IV of the form. The evaluation form must be submitted to the superior in each time of evaluation. The Head will inform trial person about the result of evaluation.

2.4 For evaluation criteria, a staff who has passed all evaluation criteria will be considered pass in the trial duration.

2.5 Human Resources Development Division notifies the Appointment Authorized Person of the trial evaluation result for the further comment.

3. Explanation of Evaluation Form

Part I Human Resources Development Division complete details of evaluatee.

Part II and III Superior completes these two parts.

Part IV Trial Evaluation Committee evaluates according to the form set by KMUTT, the same as evaluation form for changing status of government officer, and evaluation form for annual augmentation of salary which must be enclosed together with trial evaluation summary as Part IV of form.

Part V Trial Evaluation Committee summarizes the comment in each evaluation by details according to the form and must put a ✓ in a summary box.