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| **PROBATIONARY EMPLOYEE PERFORMANCE EVALUATION** | | | |
| **Employment Date:** August 18th 2021 | | **Projected Probationary End Date:** November 18th 2021 | |
| **Employee Name:** Ron Mulamba | | | **Employee Payroll Number:** |
| **Position Title:** Product Manager | **Business Unit**:  Barizi | | **Function:** |
| **Supervisor’s Name:** Charles Kimani | | **Supervisor’s Title:** ICT & Knowledge Manager | |

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| **Standard Operating Procedures for Probationary employees** | |
| Please read the following provisions relating to probationary employees and sign in the space provided indicating that you have read and understood these provisions.   1. An employer will require a newly hired employee to serve a period of probation before the appointment of the employee is confirmed. 2. The purpose of probation is to give the employer an opportunity to evaluate the employee’s performance before confirming the appointment. 3. The manager should identify specific objectives for the employee (for 3 months). These will be statements of what should be achieved during the probationary period, including indicators of success and timescales for achievement. 4. To support the employee in achieving these objectives, the manager should identify any training and development needs and specify how and when these needs will be addressed during the probationary period. 5. During the probationary period, the employee’s performance should be assessed. An employer should give an employee reasonable evaluation, instruction, training or guidance in order to allow the employee to render a satisfactory service. 6. If the employer determines that the employee’s performance is below standard, the employer should advise the employee of any aspects in which the employer considers the employee to be failing to meet the required performance standards. The employer may either extend the probationary period or dismiss the employee after complying with sub items (5) or (6) below, as the case may be. 7. The period of probation may only be extended for a reason that relates to the purpose of probation. The period of extension should not be disproportionate to the legitimate purpose that the employer seeks to achieve. 8. An employer may only decide to dismiss an employee or extend the probationary period after the employer has invited the employee to make representations and has considered any representations made. | |
| **Employee Signature:** | **Date:** |
| **Manager Signature:** | **Date:** |

**Section A: for the Evaluator to complete**

*Instructions to Evaluator:* The supervisor or direct manager of the probationary employee is normally also the evaluator. Only in exceptional circumstances, for example, due to interpersonal conflict or non-availability of the manager, should an evaluator (other than the supervisor) be appointed. Evaluators should refer to the employee's job description when completing this form; the evaluation should focus on the employee's ability to perform the job duties listed in the job description. Employees should be evaluated at least twice at 1 month intervals before the end of the probationary period. Indicate the evaluation of the employee's job performance by writing a number between 1 and 3 on the blank line to the right of each attribute, in the appropriate column. Use the following scale:

***1 = Unacceptable; 2 = Needs Improvement; 3 = Satisfactory***

|  | **1 Months\*** | **2 Months\*** | **Final** |
| --- | --- | --- | --- |
| date |  |  |  |
| QUANTITY OF WORK  The extent to which the employee accomplishes assigned work of a specified quality within a specified time period. |  |  |  |
| QUALITY OF WORK  The extent to which the employee's work is well executed, thorough, effective and accurate. |  |  |  |
| KNOWLEDGE OF JOB  The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position |  |  |  |
| RELATIONS WITH SUPERVISOR  The manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks guidance from supervisor to improve performance and follows same. |  |  |  |
| COOPERATION WITH OTHERS  The extent to which the employee gets along with other colleagues. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates, supervisors and customers. |  |  |  |
| ATTENDANCE AND RELIABILITY  The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent. |  |  |  |
| INITIATIVE AND CREATIVITY  The extent to which the employee is self-directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods or procedures to effectively meet changing circumstances. |  |  |  |
| CAPACITY TO DEVELOP  The extent to which the employee demonstrates the ability and willingness to accept new/more complex duties/responsibilities. |  |  |  |

**1 Month** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation** (Manager Signature and Date) (Employee Signature and Date)

**2 Months** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation** (Manager Signature and Date) (Employee Signature and Date)

**Final** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation** (Line Manager Signature and Date) (Employee Signature and Date)

**Section B: This section must be completed by the Supervisor and/or Evaluator**

Describe your new employee's performance / conduct.

Does this employee demonstrate the expertise and general skill level you expected based on the job application and interview? ❑ Yes ❑ No

If no, in what way does this employee’s performance differ from your expectations?

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Do you consider this employee to be making progress appropriate to their length of employment?

❑ Yes ❑ No

If no, please describe the areas that need improvement?

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Have you made arrangements for the employee to receive additional training?

❑ Yes ❑ No

If yes, what training? Where conducted?

Have you spoken to the employee about areas of concern at any time other than during this probationary review?

❑ Yes ❑ No

If yes, what was the employee’s reaction to the discussion?

What goals have you and this employee set for the next few weeks/ months on the job?

Does it seem probable that this employee will satisfactorily complete the probationary period?

❑ Yes ❑ No

If no, please explain.

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Any additional comments or concerns?

**Recommended Measures**

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| Action |  |
| Reason |  |
| Responsible Person |  |
| By When |  |

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| Action |  |
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| By When |  |

**Section C: For the Employee to complete**

Provide a brief overview of your current working environment?

The working environment at Barizi is dynamic, which creates good grounds for growth and development, both on a personal level and as a team. Most of the colleagues are also very dedicated to their work, where they concentrate on attempting to meet challenging deadlines while also producing quality work. My supervisors are also willing to assist on issues that may currently be outside my area of expertise. They do this by either giving me a platform to learn, handling the tasks themselves, or referring me to someone who might be able to assist.

Generally, the working environment (with the internal clients and colleagues in Barizi) is friendly and encourages teamwork.

Did you undergo a formal HR orientation? ❑ **Yes** ❑ No

Was your formal HR orientation session helpful? ❑ **Yes** ❑ No

If no, what could be to make the formal HR orientation more beneficial to you?

The session could be more beneficial by being introduced to all the stakeholders on the 3 floors.

Are you starting to feel comfortable in your new job? ❑ Yes ❑ No

If no, what can be done to help you feel more comfortable?

A proposal for making the working area more comfortable is to shift the seating space, especially for the team sitting closest to the lavatories.

Did you receive a job description? ❑ Yes ❑ No

Is the job you are doing different from what was described to you, either verbally or on your job description? ❑ Yes ❑ No

If yes, in what way does it differ?

The job I am doing is as described to me, both in my job description and through the instructions I receive from my supervisor and project sponsor.

However, there are some duties that are described in my job description that I may not be able to execute because the calls on those tasks are made by the project sponsor, including market segregation.

Do you feel that you have the knowledge/skills to be proficient at your job?

❑ Yes ❑ No

If no, what additional support or training do you feel you need to become proficient?

In addition to the skills and knowledge I already possess, I am currently working on being even more proficient with project management tools and Agile development through taking short online courses.

I also plan on acquiring knowledge on conducting technical test cases, which will be vital in developing more complex products in future.

Has your supervisor spoken with you about your progress to date?

❑ Yes ❑ No

If yes, what was the outcome?

Discussions with my supervisor (Naomi) were fruitful, where she expressed her satisfaction with the work I have been currently doing in terms of coordinating the development team in order to meet the clients’ requirements.

**Section D: For both Employee and Manager to complete**

**Employee Comments** (please include date; attach additional paper if necessary):

In addition to the working environment as described in **Section C** above, I believe there needs to be conversations around getting more buy-in from the stakeholders in the different projects, particularly the advocates on 7th floor. Since they are the ones to make the documents portal and consultation features functional, my proposal would be to involve them more in the planning phase of the projects, which will help get more buy-in from them when the portals eventually get released to the market.

I would also suggest for there to be a more available individual who would oversee the more technical aspects of the product, who the team of developers can work with to address their needs, especially the ones that are usually time-sensitive, to ensure more client satisfaction.

I would also request for an opportunity to have a discussion to improve my renumeration.

Since coming to Barizi, I have been able to execute most of my duties effectively, as evidenced by the progress of the digital products that I was assigned when I joined, i.e, Netsheria, CM Portal and CM SME. With the help of the very capable team of developers, we have been able to do two soft-launches for Netsheria and CM portal, with the most recent soft-launch scheduled for the latter. This was done through working with the team to ensure client satisfaction. I have also had meetings with project leads from different teams to help them understand better the development process in order to manage their expectations.

I have also been able to take up projects that were unassigned to me during that time, which has increased my scope during my probation period. The projects include HR Fleek, CM Rwanda, Cymbell Advocates (UG), Cymbell Attorneys (TZ), Ace Litigator, Property Digest, and CM Portal Version 2, I have been able to conduct kickoff meetings, coordinate development activities, oversee development of on-time marketing plans. The specifics of the duties executed and those planned are described in detail in the status report.

During my probation, I have also been able to develop productivity tools that were not existing before in the organization, including a task tracker which is sent to the project sponsor every week, as well as a Gantt chart which will be incorporated into the task tracker by 26th November 2021. These tools help the project stakeholders see the progress of their respective projects from a low-level point of view.

I would also propose for a clear Service Level Agreement to be drafted, which will guide interactions between Barizi and clients, both internal and external. Naomi and I are working on coming up with a draft, which will be accompanied by an escalation matrix.

**Supervisor/Manager Comments** (please include date; attach additional paper if necessary):

**Recommendations by Line Manager:**

Should the employee's probationary period be extended: ❑ Yes ❑ No

Period required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reason: (explain benefit to employee and company for extending the probationary period, for example, what skills would be acquired by the employee through the extension of the probationary period itself):-

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**TO BE COMPLETED ONLY AT LAST EVALUATION BEFORE END OF PROBATIONARY PERIOD:**

❑ I recommend this probationary employee become permanent and continuous.

🞏 I recommend that disciplinary action be taken against this probationary employee before the end of the probationary period and will submit the appropriate forms.

🞏 I recommend this probationary employee's probationary period be extended by a further \_\_\_\_\_ weeks / months. Note: - An employer may only decide to dismiss an employee or extend the probationary period after the employer has invited the employee to make representations and has considered any representations made.

🞏 Employee resigned before completion of probationary period. (It is important that the HR Department receive this form even if employee has resigned.)

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| *Comments to Manager and Employee.* The manager should discuss the evaluation results with the employee. At a minimum, employees must be given a copy of the evaluation for their own records. Both the manager and the employee are strongly encouraged to include written comments as well as sign the evaluation form. |