TELNET (NIGERIA) LIMITED

# Six Months’ Probation Report

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Date Sent: 4/1/2024

Name: **Asiyanbi Jesuferanmi** Job Title: General Management Officer

Department: Admin & Business Support Date Joined: July 4- 2023

Probation Report (1st / Final): 1st Date Due: January-4-2024

The above-named staff has completed Six months out of his probationary period of six months on ­­­31-12-2023. Please comment on Him / her, from your observation of his performance in the period under review. Such comments should cover the following:

1: Poor, 2: Fair, 3: Good, 4: Very Good, 5: Excellent

1. Ability to adapt / fit into the company

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1. Honesty / integrity

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1. Team work

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1. Interest / ability to learn

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1. Technical abilities / initiatives displayed

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1. Quality of work / Professionalism

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Please tick to specify probation performance

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| OBJECTIVES Staff member states major performance objectives as agreed for the review period | **OBTAINABLE SCORE-** Based on Staff’s scorecard **(%)** | RESULTS ACHIEVED Staff member states results achieved against agreed objectives | SCORE ACHIEVED Supervisor assesses and rates performance |
| 1. **Product Development& Deployment** 2. Complete the development of Fixmaster solution based on the signed project plan. 3. Deliver all other assigned development tasks as assigned by your supervisor | 60 | I performed and completed all necessary tasks towards the completion of the project. Unfortunately, the project was not completed during this period.  I delivered all development tasks including:   1. Contribution to Axxela project 2. Contribution to SSLAG project |  |
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\*If space provided is not enough, please make copies.

\*Scores of 70% - 100% merits confirmation of appointment.

\*Scores of 50% - 69%: Extend probation by 3 months.

\*Score below 50%: Terminate appointment.

\*High score of 70% - 100%, but with poor attitude as recorded on probation report will also attract termination of appointment

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| 1. **Customer Perspective/Product Support**   Attend to other SoftWorks's software support calls assigned by your supervisor within the appraisal period | 20 | I attended to calls and messages concerning web resources for:   1. OPTS 2. FMDA   I ensured that all sites were working without problems as much as possible by updating plugins, handling security and user management tasks. |  |
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| 1. **Internal Perspective**   Attend all SoftWorks and Software & Infrastructure Services department meetings | 10 | I attended all meetings from, task-based, stand-ups, project reviews, quality control and general meetings. Any absence was duly communicated. |  |
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| 1. **Learning & Growth**   Complete the following courses:   1. <https://www.udemy.com/course/flutter-latest-course/> 2. <https://www.udemy.com/course/flutter-course-for-beginners-learn-flutter-from-scratch/>   Before Dec 30th, 2023 | 10 | I began the training for these courses but was unable to finish them during the deadline. |  |
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Staff’s Comments :

The probation period was a period to learn, improve and contribute to the success of my team and the company in general. It will be a pleasure to continue to do this and achieve greater feats.

Recommendations

* Satisfactory, normal probation to proceed to final report
* Performance unsatisfactory, extend probation for 3 months
* Probation still unsatisfactory. Terminate service
* Successful probation. Confirm appointment

Supervisor’s Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments by Managing Director/Business Unit Head/Head of Department

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Signature/Date