



UI Hassan, Zain

Software Trainee Engineer

Manager: Abdul Majid

Evaluated By: Abdul Majid

Probation Review Template - CureMD (v1.1)

Organization: Integration (Abdul Majid)

Location: Lahore

09/04/2023 - 10/04/2023

Overall

Manager Overall Evaluation

Calculated Rating: 2.4

Rating: Needs Improvement

Comment: Zain needs to further improve his understanding of assigned tasks, and also needs to take up the ownership of his assigned responsibilities. His quality of questions has improved but there is still room.

Test planning documentation skills such as flowchart and test cases can be enhanced further, he needs to build on his knowledge and correct it.

Needs to apply feedback to his performance effectively. He misses the point at times.

However, Zain is tenacious, responsible and punctual. He has improved tremendously in this month and we see him becoming a valuable member of Labs team.

Competencies

Policy Adherence

Refers to conformity and compliance with company policies, procedures and processes.

Manager Evaluation

Rating: Meets

Comment:

Accountability

Takes full ownership of work, initiative or project. Is focused on getting a job done even if means of fulfillment or attainment are difficult. Focuses on the end result and strives to reach them on time. Works on improving the owned domain rather than just fulfilling or satisfying it.

Manager Evaluation

Rating: Needs Improvement

Comment: Zain needs to take accountability of his tasks and the mistakes that he makes so that he can apply feedback to improve the areas of improvement.

Collaboration

Displays positive outlook and pleasant manner. Establishes and maintains effective relations. Exhibits tact and consideration. Offers assistance and support to co-workers. Works actively to resolve conflicts. Works cooperatively in group situations.

Manager Evaluation

Rating: Meets

Comment:

Continuous Learning

Assesses own strengths and weaknesses. Pursues training and development opportunities. Seeks feedback to improve performance. Shares expertise with others. Strives to continuously build knowledge and skills.

Manager Evaluation

Rating: Needs Improvement

Comment: Zain has learned a lot in the month that he has been with us but he needs to assess his weaknesses especially when it comes to the documentation of test cases and improve on it. He needs to further improve this aspect to meet our expectations.

Quality

Applies feedback to improve performance. Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Monitors own work to ensure quality.

Manager Evaluation

Rating: Needs Improvement

Comment: As an ASQA, we expect Zain to be able to quickly connect dots and apply his knowledge to his test planning assignments. He has improved alot and we expect that he will continue to improve.

Section Summary

Manager Evaluation

Rating: Needs Improvement

Questions

What tasks has the member been performing?

Manager Evaluation

Response: Test Planning of Lab results & Treatment plan related user stories
Domain Training
Scrum processes training
Deployment & Release Plan Training
Basic Onboarding training

List the skills acquired or further developed by the employee this month.

Manager Evaluation

Response: Test Planning Skills
Domain of Labs (Lab Order, Result etc)
Lab results 2.0 relateDomain

List the trainings undertaken by the employee in this month. Categorize them under the following: On-the-Job (Department/Domain-related), Workday, L&D Classroom, LinkedIn Learning, and Other Miscellaneous.

Manager Evaluation

Response: On-the-Job:
Domain training for Labs
Domain training for Communication Hub

Test Planning trainings and reviews

HR held a 3 day session for other miscellaneous trainings.

Please identify the member's areas of improvement. Suggest action items against each area of improvement that the member must take to improve his/her performance.

Manager Evaluation

Response: Test Planning Documentation: Zain needs to further improve his documentation skills, we plan to guide him by training him further on the QA process as well as domain understanding.

Understanding of assigned tasks: Zain needs to understand his assigned tasks, we plan to help him improve this by going into depth of the userstories and have one on one sessions with him to increase his domain knowledge.

Technical Skills: We will assign SQL tutorials to Zain and give him a basic training of Git to improve this aspect.

Is the member's performance satisfactory? [Yes/No]

Manager Evaluation

Response: No. But Zain on the road towards improvement and we see him becoming a valuable member of Labs team.

Enlist the expectation from the member in the upcoming month.

Manager Evaluation

Response: Test Planning without supervision
Domain Understanding
Feedback incorporation should be better.
Responsibility needs to be improved.