**ICAP Management Services Ltd. Philippine Branch**

**Probationary Period Review – Standards for Regularization and Employment**

**Employee Name: Randy Alueta**  **Reports to:** Harjot Kandola

**Position:** Infrastructure Support Engineer **Date Hired:** September 15, 2022 **Review Period:** September 15, 2022 – March 14, 2023

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| **Assessment Criteria** | **End of 1st month** | **End of 3rd Month** | **End of 5th Month** | **End of Probation Period** |
| **Assessment** | **Assessment** | **Assessment** | **Overall Assessment** |
| JOB KNOWLEDGE Knowledge of own job & related jobs.  Able to solve own job problems independently. | Randy's strong start and understanding of his role indicate promising growth potential | In three months, Randy's role understanding and self-reliance have grown significantly. | Randy's comprehensive grasp of systems administration and problem-solving skills show notable growth | Randy has proven his fit for the role, demonstrating readiness for increased responsibilities |
| **WORK ATTITUDE**  Show keen interest and enthusiasm at all times.  Have initiative. | Randy's positive attitude and initiative are evident. His enthusiasm in this early stage is promising | Randy's unwavering enthusiasm and proactive approach are noteworthy. He brings a positive attitude to every task. | Despite some personal challenges, and schedule issues, Randy remained committed. His keen interest and initiative are remarkable. | Randy has shown resilience, overcoming personal issues while maintaining professionalism. His enthusiasm and initiative affirm his fit for the role |
| **TEAMWORK** Work as a team to reach personal & corporate goals through cooperation & mutual loyalty | Randy's early efforts to collaborate with the team are promising for achieving personal and corporate goals. | Randy's teamwork has strengthened over three months, contributing positively towards personal and corporate objectives | Randy's cooperative efforts have helped in aligning personal and corporate goals, showing his commitment to the team | Randy's consistent teamwork and mutual loyalty have contributed significantly to personal and corporate goals, demonstrating his effectiveness as a team player |
| CONDUCT/DISCIPLINE Polite & friendly with people.  Observe rules & regulations.  Punctual at all times | Randy's polite and friendly demeanor, punctuality, and adherence to rules have set a positive tone for his role | Randy continues to exhibit professional conduct, maintaining punctuality and observing all rules and regulations | Randy's consistent punctuality, respectful interactions, and adherence to rules exemplify his discipline and professional conduct | Randy's conduct throughout his probationary period has been exemplary. His punctuality, politeness, and strict observance of rules affirm his strong discipline |
| PERFORMANCE EXCELLENCE Seek to achieve better result in terms of quantity & quality of work (attached job details) | Randy's initial conduct has been exemplary: professional, punctual, and well-disciplined. He's starting to grasp his role as a system administrator and shows promise in working towards performance excellence | Randy's contribution to team objectives and his cooperation with colleagues have significantly improved. His ability to maintain system integrity and his efforts to optimize performance are commendable | Despite a temporary dip in his attitude due to personal issues, Randy has shown resilience. His attention to work quality, quantity, and the discipline he maintains reflect his professionalism | Randy's journey during his probation period shows growth and fit for the system administrator role. His team spirit, conduct, and drive for excellence in his tasks are well-noted. He's ready for more challenges in his role |
| **ACHIEVEMENT OF ADDITIONAL TASKS** ASSIGNED Able to take on & complete assignments outside his own area of work. | Randy's willingness to embrace all assigned tasks, even those outside his primary role, is promising. His positive attitude towards complex tasks is commendable | Randy consistently shows a positive attitude when handling complex tasks. His commitment to seeing these tasks through to completion is admirable. | Despite personal challenges, Randy continues to show adaptability and commitment. His positive attitude and ability to see complex tasks through to the end are noteworthy. | Randy's positive attitude towards complex tasks and his commitment to seeing them through to completion demonstrate his adaptability and dedication. His readiness to accept all tasks contributes significantly to team success |
|  |  |  | Suitable to be regular employee? | Yes |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager(s) name & signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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