



Confidential - Do Not Share
Probation Performance Review

Date: 11-Mar-2025

Dear Nayan

Employee Code:	00000654	Date of Joining:	25-Nov-2024	Business/Client Group:	AORBIS
Designation/Title:	Sr. Software Application Developer	Review Type:	Probation	Review Period:	25-Nov-2024 TO 23-Feb-2025

Congratulations, we are pleased to confirm that you successfully completed probation on 23 Feb!

We appreciate you being part of the organization – a nimble and growing organization where everyone matters for the company’s success. Every employee’s contribution has a direct correlation with the company’s performance in meeting its business and financial objectives.

Work Culture

Work culture is driven by two guiding principles - “Client 1st” & “Do the Right Thing”. The fabric of company’s culture is defined in following few terms:

Get things done	Fast-paced	Pay for the performance
Continuous Learning	Teamwork	Flexible
Open/Transparent	Data-driven	Risk takers

Our company provides an opportunity to develop broader and deeper knowledge foundation.

Evaluation Criteria

The performance of an employee falls under three key skills

Skills	What it Includes (but not limited to)
Functional	• Job responsibilities in your current role and expected future contributions
	• Easy to work with & a team player i.e., no attitude, open to ideas and changes
	• Taking initiative i.e., to fill the gap/needs, to solve the challenge/problem
	• Commitment to deadlines i.e., going above & beyond to meet deadlines
Professional/Personal	• Dedication & Attitude towards work, colleagues, and changes/new ideas
	• Independent - Go-getter, minimal supervision, and follow-ups
	• Discipline - Leave management & Time management
	• Communication – both written and verbal i.e., ability to articulate the facts, situation, problem statement, solutions, ideas etc.
Knowledge	• Learning i.e., always look for ways to improve upon
	• Growth i.e., knowledge sharing with others
	• Ability to improve oneself quickly based on the feedback

**Rating:**

Rating criteria has one key grading scale which is supported by two additional grading parameters

Performance Rating	
Outstanding / Excellent	Employee is a very high achiever for his/her experience level, Performance is superior, far above what is required. Employee consistently exceeds normal scope of the job requirements
Above expectation	Performance is consistently above normal expectations and standards. Excels when compared to others performing the same job.
At expectation	Performance is consistent with what is expected and considered acceptable. Referred to as "doing a good job".
Below expectation	Performance is generally below the minimum requirements for the job
Unsatisfactory / Unacceptable	Performance does not meet minimum job requirements. Lack of improvement may result in disciplinary action if not corrected in stipulated time.

Performance Trend	Performance Consistency
Turbo – Learning and performing at an outstanding growth rate	Always – Self-driven and performs consistently without any supervision and feedback
Faster – Learning and performing at an above expectation growth rate	Mostly - Performs on most occasions, requires few reminders and feedback
Equal – Learning and performing at an expected growth rate	Occasionally – Performs occasionally and requires frequent reminders and feedback
Slower – Performance has slipped and well below expected growth rate	Rarely – Performs rarely and requires maximum supervision and feedback
Stalled – Performance has stalled and not at all growing	Never – Never performs in spite of constant supervision and feedback

Your Performance Grading:

We evaluated your performance based on above mentioned criteria including how well you are in aligned with company's work culture and have rated your performance as

Rating: At expectation

Trend: Equal

Consistency: Mostly

Your Performance Scorecard:

	No Experience		Beginner		Demonstrating		Proficient		Expert	
Skills	Awareness	Very Basic	Basic	Below Average	Average	Above Average	Good Very	Good	Great	Excellent
Rating	1	2	3	4	5	6	7	8	9	10

Awareness (Basic Knowledge, little to no experience) Beginner (Limited Experience, Needs significant help from others) Demonstrating (able to perform at basic/intermediate level, needs help/guidance time to time) Proficient (capable, experienced, little help, will be expert with more time) Expert (Fully capable & experienced, needs no assistance, ability to lead and train others, subject matter expert)



Knowledge of the Subject (i.e., assigned responsibility)	Quick Learner / Fast Learner	On-time Completion of the Expected Work/Tasks	Quality & Accuracy of the Work/Tasks	Communication – Verbal (i.e., during meeting, discussion etc.)	Communication – Written (i.e., email, proposals etc.)	Self-Planning & timely execution of Tasks and Goals without reminders and push	Problem Solving Skills or Solution Oriented Mindset	Discipline with Respect to Leave
6	6	6	6	4	4	6	6	10
Discipline with Respect to Timings Punctuality	Flexibility with Respect to Taking New Tasks/Assignments	Curious & Show Interest to Learn New Things and Take Up Responsibility(s)	Help Team Members/Colleagues with Full Enthusiasm	Talks to Everyone with “Namrata” or “Respect”	Full Dedication and Sincerity Towards Work	Delivers “Peace of Mind”	Overall (Out of 10)	
7	7	7	8	10	8	8	6.81	

According to you, please mention top/key 3 contributions by this team member.

- 1) On-screen Take Off module for new features and solving bugs
- 2) MIS Report
- 3) Hardware Isolation & Specification

What skills and/or qualities that you really value or admire?

- 1) Curious to learn new things and taking up responsibilities
- 2) On time completion of the expected work/tasks and dedicated with tasks
- 3) Soft spoken

What skills or qualities do you think this team member should improve?

- 1) Try more to understand process and the system
- 2) You must take more initiative
- 3) Need to improve communication skills

CTC

Any changes in CTC/Salary will be communicated by Nirav Shah. You are required to keep CTC/salary data confidential at all times. It should not be discussed with past and present employees of the company. For any CTC/Salary questions, contact Nirav Shah.

_____ Employee Name	_____ Sign	_____ Date
_____ Reviewer Name	_____ Sign	_____ Date

Please note employee through acceptance of this review/appraisal agree to terms and conditions, policies (such as leave application), NDA and Code of Conduct - which are part of offer letter + being communicated time-to-time through emails, WhatsApp groups, notice board and AHM forums. Please note code of conduct and policies are subject to change time to time and employee agrees to comply to those changes through the acceptance of this review/appraisal.