



FINAL ON-THE-JOB TRAINING REPORT

A. Company Profile (History/Background, Mission & Vision Statement)

Name: Talleco JobTarget Philippines

Background: It serves as the back office support for Jobtarget, a US-based business. Talleco's client is JobTarget. It is a prominent business in the online recruiting and job search sector.

Website: <https://talleco.breezy.hr/>

B. General Background of OJT work

- During my On-the-Job Training (OJT) as a QA Engineer Intern, my primary responsibility was ensuring web application quality and functionality. This involved testing various components of the system, ensuring compliance with requirements, and identifying bugs or inconsistencies. I was also involved in writing and executing test cases, collaborating with developers, and maintaining high-quality standards for software products.

C. Specific Description of OJT work

- As a QA Engineer Intern, I was actively involved in ticket testing and verification, which included reviewing tickets to ensure functionalities met the defined acceptance criteria and conducting manual testing to verify implementation. I identified and flagged any issues found.

I also contributed to a special project involving frontend and backend development. While the project encompassed full-stack development, my contributions were focused on the front end, utilizing React to enhance the user interface. This project was a collaborative effort with other interns, requiring teamwork and communication to ensure seamless integration and a user-friendly design for the application.

In addition to these responsibilities, I documented my work by creating and updating test cases based on testing scenarios and results. Whenever I encountered issues with the tickets developers had worked on, I communicated with them to ensure problems were addressed promptly, maintaining functionality and overall application quality.

D. Technologies Used

Hardware (detailed description and use of hardware(s))

- For my role as a QA Engineer Intern, my primary tools included a Lenovo ThinkPad, which was essential for handling all aspects of my tasks, from testing to documentation. To enhance productivity, I also used a wired mouse for smoother navigation and a pair of wired headphones, which proved invaluable for clear communication during team meetings and calls.

Software (detailed description and use of software(s))

- During my internship, I utilized various tools and platforms to perform my responsibilities effectively. Microsoft Teams served as the primary mode of communication, enabling seamless interaction with team members, developers, and managers. For managing and tracking tasks, I relied on Jira, where all ticket-related activities were monitored.

I worked with the 'Internal Admin' and 'Job Manager' platforms, which were used to test and manage job postings and other relevant functionalities. These platforms played a key role in ensuring that all required features were working as expected. For database-related tasks, I worked with Microsoft SQL Server, testing and verifying that data was recorded accurately. Additionally, I utilized SSMS (SQL Server Management Studio) to access and review testing data stored in SQL databases, ensuring the integrity and functionality of the stored information.

In addition to the primary tools, I also used DesHub, an internal platform that played a critical role in monitoring and managing job postings. This platform allowed me to track the status of various postings and ensure they were properly handled throughout the process. For managing and creating detailed test cases, I utilized Testmo, which streamlined the process of documenting test scenarios and results for each ticket, ensuring thorough coverage and organization. Lastly, I regularly referred to Confluence, a company documentation platform that provided valuable insights into the company's services, processes, and workflows. This resource helped me gain a deeper understanding of the company's operations and supported my ability to execute tasks in line with internal standards.

E. Skills Learned

Discuss the different skills learned:

Technical

- During my internship, I gained significant experience in manual testing, where I was responsible for writing test cases and executing them to verify that functionalities met the required specifications. This involved careful attention to detail, as I needed to ensure that every feature was tested thoroughly across different scenarios. I also gained experience in frontend development using React.js, which involved collaborating on the creation of user interface components and ensuring they were fully functional and aligned with the project's goals. Additionally, I developed skills in debugging and troubleshooting using browser developer tools, which allowed me to quickly identify issues in the frontend and resolve them effectively. Another key technical skill I developed was API testing and integration validation, where I tested endpoints to ensure smooth communication between various components of the application, ensuring that data was accurately processed and transmitted.

Management

- In terms of management, one of the key skills I developed was time management, particularly in relation to meeting testing deadlines. I had to balance multiple tasks and tickets simultaneously, which required careful planning and efficient execution to ensure all deadlines were met. I also honed my collaboration skills by working closely with cross-functional teams, including developers and managers, to discuss requirements, share updates, and ensure all parties were aligned on

project goals. This collaboration was essential for tackling any issues that arose during testing and for ensuring a smooth workflow. Another important skill I learned was prioritization. Given that bugs and issues varied in severity, I had to prioritize tasks based on project needs and the impact of the issues, ensuring that the most critical problems were addressed first while maintaining a balance with other ongoing tasks.

Professional

- On the professional side, effective communication became one of the most valuable skills I developed. I had to clearly and concisely communicate my testing results, both in writing and verbally, to ensure that developers and managers understood the issues I encountered and could take appropriate action. This involved not only reporting the problems but also suggesting potential solutions or clarifications. Attention to detail was another skill that proved crucial, especially when identifying and documenting issues. Every minor discrepancy had the potential to impact the overall functionality of the system, so I needed to carefully document all findings, ensuring that nothing was overlooked. Lastly, I quickly adapted to the team workflows and learned the company-specific tools, which allowed me to integrate seamlessly into the team. Understanding and applying these tools was essential for ensuring I met the company's standards and efficiently contributed to the project.

F. OJT Highlights

- During my OJT, I had the opportunity to be involved in various impactful tasks that allowed me to grow both technically and professionally. One of the key highlights of my experience was testing and verifying critical functionalities for job sites. I was able to identify and resolve several issues related to feature implementation, ensuring that the core features of the platform worked as expected and aligned with the requirements. This process not only deepened my understanding of quality assurance but also gave me hands-on experience with how even minor issues can impact the overall functionality of a product.

I also had the opportunity to contribute to a special project, where I worked on the frontend of the platform. My contributions focused on enhancing the user interface, where I created a reusable component that helped streamline the development process. This project not only improved the efficiency of the frontend design but also gave me a deeper appreciation for how well-designed components can simplify the overall development and maintenance of the application.

In addition to these tasks, I was responsible for identifying and resolving several critical bugs. These issues had the potential to affect the user experience and overall product quality. By carefully testing and analyzing the system, I was able to locate the root causes of these problems and work with the development team to resolve them. Addressing these bugs helped improve the performance and reliability of the application, which ultimately contributed to a better experience for end users.

G. Describe your work experiences that were most beneficial as an ICT/CS/IT/IS student.

- Exposure to real-world software development and testing processes enhanced my understanding of SDLC.

- Learning how to use industry-standard tools like React.js and JIRA prepared me for future roles in technology.
- Collaborating in a professional team environment provided insights into teamwork and agile methodologies.

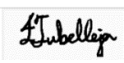
H. Insights and Reflection

- The internship allowed me to bridge the gap between theoretical knowledge and practical application. I gained valuable experience in software testing and development, which strengthened my technical and problem-solving skills. Working on diverse projects also boosted my confidence in handling responsibilities and adapting to challenges.
- I. Discuss specifically how the OJT have made you prepare later in the future.
- The OJT provided hands-on experience with modern tools and methodologies, preparing me for a career in QA and software development. It taught me the importance of precision, collaboration, and continuous learning, which are essential for long-term success in the tech industry.

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