

## Counseling Form

Counseling Date: 03/01/2022

Name of Employee: <u>Mohammed Usman Tesor</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Dr. FARHAN AHMED</u>	Supervisor Title: <u>Immigration Officer</u>
Job Location: <u>UC-09 - Mushla Colony New Kowachi - sub Division</u>	Incident Date/Performance Period: <u>01/07/21 - 31/12/21</u>

This counseling session is being held because of the following;

- Attendance/Absenteeism       Insubordination       Poor Performance  
 Non Serious and Casual Attitude       Tardiness and Late Comer       Weak Supervision Skills  
 Violation of leave policy       Unprofessional Attitude       Neglect of Duty  
 Other (specify) \_\_\_\_\_

Nature of Incident: Routine Performance Evaluation → Overall Performance gaps identified with weak supervision skills during Pre, Intra & Post-campaign phases -

Corrective Action: Repeated feedback & guidance shared with UCPO during meetings, Trainings & personal visits to Union Council - Counselling session also conducted at DFC Central regarding this -

Employee Comments: I am agreed this sentences and I will try to improve all my weak areas.

Counseling is intended to be a constructive process to assist you to identify, discuss and remedy aspects of your job performance or conduct that need improvement. As noted above, these aspects have been discussed with you and require your immediate attention.

Failure to correct your conduct/performance may lead to further administrative action including discipline.

MU  
Signature of Employee / Date

Farhan Ahmed - 03/01/2022  
Signature of Supervisor / Date

Original to: Employee