



Individual Development Plan

Date:	8/18/2020	Employee Name	Ahsan Malik
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Pseudo	Jake Harris	Team Manager:	Charlotte Martinez
Employee I.D:	APD 0128		
Designation:	Negotiation officer		
Date of Joining :	5th July 2019		

<u>TARGET:</u>				
<u>Last Three Months</u>	<u>May</u>	<u>June</u>	<u>July</u>	
<u>ASSIGNED</u>	\$50,500.00	\$35,000.00	\$28,000.00	
<u>ACHIEVED</u>	\$14,455.00	\$8,895.03	\$14,145.91	

<u>CURRENT MONTH PERFORMANCE:</u>					
			<u>ASSIGNED</u>	<u>ACHIEVED</u>	
			\$30,000.00	\$3,000.00	

<u>STRENGTHS</u>		Good	
<u>WORKWISE</u>			

CURRENT ISSUES

Not following the email formats,
Not using the given customized emails
Working on less number of files, keep working on he same file again and again.

RECOMMENDATIONS/SOLUTIONS:

Use the given formats of email/ customized emails given by management "training-portal/home/quick-reference"
Work on a mini 55-60 files a day
Work on untouched/inactive data shared by manager

Collector Signature

Manager Signature



Inam Sajjad <inam.sajjad@appedology.com>

Jake Harris- IDP

2 messages

Jake Harris <jake.harris@medicallienmgt.com>

Wed, Aug 19, 2020 at 4:42 AM

To: Charlotte Martinez <charlotte.martinez@medicallienmgt.com>

Cc: "brown, stuart" <stuart.brown@medicallienmgt.com>, "Alfred, Angela" <angela.alfred@medicallienmgt.com>, "sajjad, inam" <inam.sajjad@appedology.com>, Appedology HR <hr@appedology.com>

Acknowledged, Thank you.

[Quoted text hidden]

Charlotte Martinez <charlotte.martinez@medicallienmgt.com>

Wed, Aug 19, 2020 at 4:32 AM

To: Jake Harris <jake.harris@medicallienmgt.com>

Cc: "brown, stuart" <stuart.brown@medicallienmgt.com>, "Alfred, Angela" <angela.alfred@medicallienmgt.com>, "sajjad, inam" <inam.sajjad@appedology.com>, Appedology HR <hr@appedology.com>

Hello Jake,

Please find the attached IDP (Individual development plan) which will tell you the areas where you are lacking and the solution or recommendation to cover those areas. Kindly make sure that you will follow the given directions and improve your work ASAP else management is authorized to take the required action against you.

Kindly acknowledge receipt of this email.

Thanks,

Charlotte Martinez

Supervisor

Workers Compensation Department

Medical Lien Management, Inc.

Office: (951) 808-3877 Ext: 901

Direct: (909) 698-8049

Fax: [\(951\) 707-4565](tel:9517074565)

Mail: P.O. Box 6829 Norco, CA 92860

Email: Charlotte.martinez@medicallienmgt.comWebsite: www.medicallienmgt.com

IDP Jake Harris - Appedology Pvt. Ltd..xlsx

8/19/2020

Medical Lien Management Mail - Jake Harris- IDP

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