**Genex Infosys Ltd.**

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Form: GIL-HR-201

CONFIRMATION EVALUATION FORM

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| Name: Md. Rashadul Islam | | Employee ID: 684 |
| Position: Frontend Developer | Dept.: Digital Transformation | Process/Division: |
| Joining Date: 22-12-22 | Confirmation Date: 22-06-23 | Extension Date: |

***Guidelines* *to Reviewers*:** To review the overall performance of an employee, please evaluate based on the criteria mentioned below. These ratings are on 1-5 scale, and the explanation of the points are provided below.

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| **5** = Tops on Expectations  **4** = Frequently Exceeds Expectation  **3** = Meets Expectation  **2** = Seldom Meets Expectations  **1** = Below Expectation |  |

Please assess the person on the basis of the effective application of these factors as manifested by the performance of assigned as well as the meaningful relationship established with others to carry out expected work outputs.

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| **Performance Rating Standards** | **1** | **2** | **3** | **4** | **5** | **Points** | **Please justify the grade/points with specific achievement.** |
| **Core job area** | Score should be multiplied by 2 | | | | | | |
| 1. Web Application Development. |  |  |  |  |  |  |  |
| 1. Mobile application development. |  |  |  |  |  |  |  |
| 1. Writing well designed, testable and efficient code. |  |  |  |  |  |  |  |
| 1. Fixing bugs and errors in existing projects. |  |  |  |  |  |  |  |
| 1. Working closely with team members. |  |  |  |  |  |  |  |
| **SUB TOTAL =** | | | | | | **/50** |  |
| **Values & Competencies** | Score should be multiplied by 2 | | | | | | |
| **1. Leadership & Mentoring**  (Does the employee take lead in situations? Does the employee try to mentor the teammates to achieve goals?) |  |  |  |  |  |  |  |
| **2. Communication**  (Articulate, good listener, directness both verbal & written) |  |  |  |  |  |  |  |
| **3. Teamwork**  (Interpersonal behavior, team spirit, co-operation) |  |  |  |  |  |  |  |
| **4. Integrity**  (Honesty, beliefs & ethics, discipline) |  |  |  |  |  |  |  |
| **5. Adaptability and Proactiveness**  (Is the employee open to changes?  Does employee initiative to improve the process,  product, or overall work environment?) |  |  |  |  |  |  |  |
| **SUB TOTAL =** | | | | | | **/50** |  |
| ***Total Marks:* Core job area + Values & Competencies** | | | | | | **/100** | **Grade: \_\_ \_\_** |

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| **Areas of improvement & Action Plans to Improve:** (Note: **Seldom Meets Expectations** & **Below Expectation** areas would be the highlighted point to improve performance by the line manager) | | |
| **Areas** |  | **Action Plan & Require Training** |
| 1. **Cloud Deployment.** |  | 1. I have planned to study cloud deployment and get certified in it. |
| 1. **Software architecture (Frontend).** |  | 1. Need to study latest software architecture and implement while developing. |
| **Areas of Strength & Special Achievement:** (Note: **Tops on Expectations** & **Meets Expectation** areas would be the highlighted point by the line manager) | | |
| **Areas** |  | **Special Achievement in Confirmation** |
| 1. **Backend development with Node JS and Mongoose.** |  | **I have done several backend applications for my previous company as well as my personal growth.** |
| 1. **Mobile application development with React Native.** |  | **I have done some basic mobile applications with the best industry practices for my personal growth.** |

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| **Employee Comment**  Signature & Date: | **Direct Reporting/Line Manager Comment**  Signature & Date: |
| **Performance Grade & Total Marks:**  **O.** Outstanding Performer- Future Leader (**90-100)**  **A.** Excellent Performer-Next flyer & Increment (80-89) SP  **B**. Superior Performer-Increment (65-79)-IDP  **C.** Marginal Performer- (50-64) IDP  Impact  **D**. Unsatisfactory- (0-49)- PIP Poor | **Recommendation:**  Signature & Date:  **Head of Department** |
| **HR Review (confidential):**  Performance Improvement Plan- (PIP)  Individual Development Plan- (IDP)  Succession Planning- (SP) | **Reviewed by**  Signature & Date:  **Head of People & Culture** |

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