

From: Swi [REDACTED] [APS]  
Sent: Monday, June 25, 11:07 AM  
Subject: Urgent Performance Feedback - Kiran [REDACTED]  
To: Moira [REDACTED]  
Cc: verifications@absolutepeoplescreen.com

The feedback is below against the questions.

Best regards,

Moira [REDACTED]  
Communication Officer | Communication, Advocacy & Partnerships  
UNICEF Office for Jharkhand

**Employment Performance Feedback of Kiran [REDACTED]**

1. How long did the Candidate work with the company?  
?

Please provide approximate dates of employment & the last designation held by the Candidate.

[REDACTED] is a third party consultant with SAMs and was not on UNICEF contract. She was capacity development consultant and worked for the last 3 years or so.

2. Approximately how long did you supervise the Candidate?  
?

Did you supervise him throughout his tenure with the company? Were you his / her last supervisor before the candidate left the company?

I supervised her during the entire duration of her engagement.

3. What were the responsibilities of the position the candidate had while working at your company?

[REDACTED] was responsible for documentation of success stories and telephonic follow up with companies for their inputs.

4. Do you think the candidate is qualified to assume these responsibilities? If no, please explain? What specific qualities or personal characteristics cause you to feel this way? Kindly specify any landmark achievement of the candidate.

I can't think of any landmark achievements. She required regular follow up and reminders to complete the work given to her.

5.  
Any areas of development were communicated to the candidate and how did he/she respond?  
?

Am reminded of the last time  
I  
gave her feedback on her  
performance  
and she did not take it too well and responded harshly. She fails to take any constructive  
criticism  
.

6. How did the candidate perform with regard to work pressure? Did the candidate display any willingness to take initiatives, etc.?

She does not work well under pressure and  
often  
refuses to take on additional  
responsibilities

7.  
Is the candidate a team player or does he/she excel by working alone? Whether the candidate demonstrated respect for other employees' contributions and a willingness to consider others' opinions?

I  
haven't  
seen her working well in a team.  
When  
working alone with a set of tasks she needs constant follow ups. Also the quality  
of  
work leaves much to be desired.

8. Do you consider the candidate a good people manager? How many direct reports did he/she have? As his/her supervisor, please advice what management behaviours the candidate responds well to?

She  
didn't  
not have anyone reporting to her.

9. What are the candidate's three strongest qualities?

As of now  
can't  
think of any qualities.

10. Did you consider the Candidate to be a reliable / honest person?  
If no, please explain.

She is known to keep some information to herself even when she knew it was pertinent to be shared with her  
supervisor  
. When it was communicated to me by another consultant she screamed at him. This was not a good experience or acceptable.

11. What was the approximate annual / monthly compensation of the Candidate? Was the Candidate eligible for bonus or any special allowances?

Salary was 60,000/month with no bonus.

12. With reference to the attendance record, was the candidate on-time and dependable? If no, please explain.

This has  
been  
answered above.

13.  
Did the Candidate have any personal problems or habits that interfered with his job performance?  
If yes, please explain.

Has been answered above.

14. What was the Candidate's reason for leaving the position?  
Did the Candidate give sufficient notice before leaving?

She informed me a week before the expiry of her  
contract  
. And the last few days of the contract she proceeded on leave without any  
discussion  
saying she is not interested in  
continuing  
anymore as she has received another offer.

15.  
Would you rehire the Candidate, on the basis of his work performance, if the opportunity arises in the future?  
If no, please explain.

No.

16.  
How would you rate the Candidate's job performance on a scale of 1 to 10 (10 being the highest) compared to other people you have observed in a similar capacity?

I  
would  
rate her 3-4 on a scale of 10.

**Verified by:**

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Communication Officer, UNICEF

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