

**Resource Integration Centre (RIC)  
Confirmation Form/Evaluation Sheet**

(This form is for assessment other than CO, ABM, BM, AAM/AM & ZM for Microfinance Program)

**Part-1: Basic Information of Employee**

Name of Employee: \_\_\_\_\_ Employee #: \_\_\_\_\_ Position: \_\_\_\_\_

Date of Joining: \_\_\_\_\_ Service Length: \_\_\_\_\_ Grade/Step: \_\_\_\_\_ Current Basic: \_\_\_\_\_

Department/Project: \_\_\_\_\_ Working Place: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

**Part-2: Job Responsibilities**

| SI #               | Major Job Responsibilities-5<br>(as per position/Job Description) | Self Assessment<br>Rating (if<br>required) | Assessment<br>Rating by<br>Supervisor | The rationale for the<br>number difference/<br>Remarks (if any) |
|--------------------|---|--|---------------------------------------|---|
| 1                  |   |  |                                       |   |
| 2                  |   |  |                                       |   |
| 3                  |   |  |                                       |   |
| 4                  |   |  |                                       |   |
| 5                  |   |  |                                       |   |
| <b>Total Marks</b> |   | -  | -                                     |   |

1. Add the numbers of both (self and supervisor) and divide by 2.

-

**Part-3: CORE Values**

| SI #               | CORE Values   | Self Assessment<br>Rating (if<br>required) | Assessment<br>Rating by<br>Supervisor | The rationale for the<br>number difference/<br>Remarks (if any) |
|--------------------|---|--|---------------------------------------|---|
| 1                  | Compliance of Office Discipline (অফিস শৃঙ্খলা, প্রশিক্ষণ ও ফিডব্যাক গ্রহণে আগ্রহ, সময়ানুবর্তিতা, সত) |  |                                       |   |
| 2                  | Problem Solving & Decision Making (সমস্যা সমাধান/সিদ্ধান্ত গ্রহণ):                                    |  |                                       |   |
| 3                  | Gender Sensitivity (নারী/পুরুষের সমতা এবং বৈচিত্র্যতা):   |  |                                       |   |
| 4                  | Works in Team Context (আন্তঃব্যক্তিক/দলীয় কাজ):  |  |                                       |   |
| 5                  | Verbal and Written Communication (মৌখিক এবং লিখিত যোগাযোগ):   |  |                                       |   |
| <b>Total Marks</b> |   | -  | -                                     |   |

1. Add the numbers of both (self and supervisor) and divide by 2.

-

**3. The results of Part-2 and Part-3 have to be added for the final result**

-

**Final Rating Point**

May be confirm on \_\_\_\_\_ Confirmation will be extended till \_\_\_\_\_ Direct Supervisor: \_\_\_\_\_

if any comments:

Concerned Supervisor

Zonal/Focal

HR & Admin

Head of Department

Apprvd by

**\* Explanation of Rating Points:**

১. সকল প্রত্যাশা/দায়িত্ব পালনে সক্ষম হয়েছে বা সফলতা অর্জন করেছে (FMR=FULLY MEETS ALL REQUIREMENTS)=3
২. অধিকাংশ/বেশীরভাগ প্রত্যাশা/দায়িত্ব পালনে সফল হয়েছে বা সফলতা অর্জন করেছে (MMR=MEETS MOST REQUIREMENTS)=2
৩. অধিকাংশ/বেশীরভাগ প্রত্যাশা/দায়িত্ব পালনে বিফল হয়েছে বা সফলতা অর্জন করতে পারেনি (MMR=MEETS MOST REQUIREMENTS)=1
৪. প্রত্যাশা/দায়িত্ব পালনে বিফল হয়েছে (BR=BELOW REQUIREMENTS)=0

**\* Criteria** (1) Above-25 = confirmation +, (2) 16-25 = confirmation, (3) 11-15 = observation (Extension), (4) Below-11 = Separation,