

## CONFIRMATION REVIEW SHEET

NAME OF PERSON	Aarti Mhatre
DESK	Consultancy
LOCATION	Goa
JOINING DATE	13th August 2012
REPORTING SENIOR	Palak Madam

WORK RELATED SCORING	FINAL SCORE OUT OF 10 BY TEAM LEADER	SELF SCORE	WEIGHTAGES	WEIGHTED SCORE
LEVEL OF RELEVANT TECHNICAL KNOWLEDGE	5.00	8.00	10.00	50.00
GENERAL KNOWLEDGE & UPDATING	5.00	8.00	10.00	50.00
RELATIONSHIP BUILDING WITH CLIENTS	7.00	8.00	10.00	70.00
INDEPENDENT WORKING & HANDLING OF DIFFICULT SITUATIONS	5.00	8.00	10.00	50.00
PEER INTERACTION, JOY TO WORK WITH	6.00	8.00	15.00	90.00
TASK ORIENTATION, THOROUGHNESS IN WORK, STRETCH FACTOR	5.00	8.00	15.00	75.00
ADHERENCE TO TIMELINES	7.00	8.00	13.00	91.00
PRESENTATION & ANALYTICAL SKILLS	6.00	8.00	7.00	42.00
BACK OFFICE & HR RELATED	6.00	8.00	0.00	0.00
IDEA GENERATION, INITIATIVES & ADDITIONAL DUTIES	5.50	8.00	10.00	55.00
<b>TOTAL SCORE</b>	<b>57.50</b>	<b>80.00</b>	<b>100.00</b>	<b>573.00</b>

<b>FINAL SCORE OF CONFIRMATION</b>	<b>5.73</b>
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<u>SCORING RESULT &amp; ACTION TABLE</u>
4.00 or below - Outright Rejection
5.00 or below - Confirmation to be postponed by 3 months
Above 5.00 but below 6.00 - Confirmed on the SBU Head call
Above 6.00 - Automatic Confirmation

<u>SCORING KEY</u>	
IDEAL	10
OUTSTANDING	9
EXCELLENT	8
VERY GOOD	7
GOOD	6
DECENT / ABOVE AVERAGE	5
AVERAGE	4
BELOW AVERAGE	3
POOR	2
PATHETIC	1
NO INITIATIVE	0