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| *P* | | | | | | | | HR Format: 04 | |  |
| **………..Group** | | **CANDIDATE’S SELF ASSESSMENT** | | | | | **DT 23.9.2024** | | | |
| * **Candidate Declaration: *I do hereby confirm that the below information is 100% true & complete to the best o f my knowledge.*** | | | | | | | | | | |
| **A) Particulars & Benefits:** | | | | | | | | | | |
| 1) Candidate's Name : | | | | 8) Mobile No (2 No) : | | | | | | |
| 2) Present Position : Executive | | | | 9) Edu. (Before Job) : B.S.S. Honours | | | | | | |
| 3) Expected Position : Sr. Executive/ Executive | | | | 10) Edu. (On Job) : | | | | | | |
| 4) Present Salary : 28,000 | | | | 11) Total Experience : 5.7 Years | | | | | | |
| 5) Expected Salary : 35,000 | | | | 12) No of Company : 02 | | | | | | |
| 6) Present Facility : Mobile allowance, Festival Bonus | | | | 13) Present Company: Bangladesh Building Systems PLC (BBS) | | | | | | |
| 7) Expected Facility : Mobile allowance, Festival Bonus | | | | 14) Email Address : [huktatat@gmail.com](mailto:huktatat@gmail.com) | | | | | | |
| **B) Candidate’s Professional Self-Assessment**:  **Below Avg = 1, Avg = 2, Avg + = 3, Good = 4, Good+ = 5, Very Good = 6, Very Good + = 7 Excellent = 8, Excellent + = 9, Out Standing** | | | | | | | | | | |
| **Self-Assessment Criteria (5 x 10)=50 Marks** | | | **Marks** | | **Self-Assessment Criteria (5 x 10)=50 Marks** | | | | **Marks** | |
| 01. | **Management & Leadership Quality**  *(Motivation, Organizing, Controlling Ability.)* | | 8 | | 06. | **Communication skill**  ( *Understanding* , *Spoken*, *E-mail etc*.) | | | 8 | |
| 02. | **Positive Progressive Mentality**  *(Co-operation, Behavior, Attitude)* | | 10 | | 07. | **Patience *(****Controlling ability of Ego, Mis- Behavior, Negative Attitude)* | | | 10 | |
| 03. | **Job Skillness**  *(Job Knowledge, Work Speed, Work Accuracy)* | | 9 | | 08. | **Physical & Mental Fitness**  *(Working Under Pressure, Sincerity, Dedication)* | | | 9 | |
| 04. | **Target-Achieving Ability**  *(Planning , Close Follow-up, Co-ordination.)* | | 9 | | 09. | **Pro-active & Self Motivated Quality**  (*No need Reminding*, *Pushing*) | | | 9 | |
| 05. | **Continuous Improvement**  *(Analytical Skill, Creativity, Innovation, MIS)* | | 8 | | 10. | **Honesty & Integrity**  *(Financial, Neutrality, Character)* | | | 10 | |
| ***(A) Sub Total (50)*** | | | **44** | | ***(B) Sub Total (50)*** | | | | **46** | |

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| *(***C) Career Summary** *t* **(SL# 1 will be for Present** | | | | **Duration** | **Starting Salary** | **Ending Salary** | **Reason for Job Change** |
| **SL** | **Company Name** | **Designation** | **Job Location** |
| 1) | BBS PLC | Executive | Gazipur | 2.10 yrs | 25,000 | 28,000 | Relocation |
| 2) | EFP (BD) Ltd. | Officer | Ashulia | 3.3 yrs | 16,500 | 21,500 | Career aspiration |
| 3) | KUKD.COM | DEO | Ashulia | 4.5 yrs | 13,000 | 16,500 | Career aspiration |
| 4) |  |  |  |  |  |  |  |
| 5) |  |  |  |  |  |  |  |
| 6) |  |  |  |  |  |  |  |
| 7) |  |  |  |  |  |  |  |
| 8) |  |  |  |  |  |  |  |
| **(D) Candidate’s General Self-Assessment :** *(****N. B: You can add extra Page(s) if require.)*** | | | | | | | |
| * ***It will be highly appreciated if you kindly let us know about :*** | | | | | | | |
| 1) | Your Extra Skills / Experience, if any.  Ans: HRMS Customizing, Data Entry, Basic Graphic Designing | | | | | | |
| 2) | Your Extra Weakness / Shortcoming, if any. Ans: Shyness | | | | | | |
| 3) | Yourself as a “Person” as well as “Professionals” and your Philosophy, Ethics towards work. Ans: I look at my work as a means of expression of myself. Hence, I dedicate myself completely to it so as to get a satisfaction at the end of the day that I did my best. While doing so I make a point to enjoy it. As I have to enjoy the journey rather than the destination itself. | | | | | | |
| 4) | Your un-utilized skillness to perform better at your new assigned areas. Ans: Problem Solving, Time Management, Flexibility and adaptability. | | | | | | |
| 5) | Your preference to work either independently or on a team with reason behind it.  Ans: I really enjoy collaborating with a team and brainstorming ideas, but that doesn't mean I can't work independently to get things done. For the most part, I prefer working independently in order to meet my deadlines, but enjoy collaborating in a group to spark fresh new ideas. | | | | | | |
| 6) | Your Departmental Organogram that you are working now. Ans:  Dy. Manager, HR & Admin  Sr. Officer, Safety Executive  Executive (Timekeeping-1) Executive (Timekeeping-2) | | | | | | |

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| 7) | Your strong points and weak points being assessed time to time by your Boss/Management. Ans: Strong points: Versatility, Flexibility, Focused  Weak Points: Too details oriented, Public Speaking |
| 8) | Your Self-Assessment that you would be an asset to this new Organization.  Ans: I am dedicated towards my work and able to prove myself best for the success of the organization. |
| 9) | Your irritations about Co-workers, Colleagues, Bosses which you would like to avoid or refuse to work with.  Ans: A gossipy/ talkative people. |
| 10) | Your Knowledge & Experience learned from mistakes on the job. Ans: Focus on Work & Don’t make hasty decision. |
| 11) | Your feelings & reactions when your work is being criticized as well as the reasons for your job dis-satisfaction  Ans: I keep myself calm and gradually I proof myself. Whenever someone criticized my work I never feel bad because they are indirectly let me know my mistake and it will let me to improve my knowledge. |
| 12) | Your motivational points which inspire you towards your best performance in the Job/Duties. Ans: I am motivated by deadlines and work well with a clear timeline in place. Meeting a deadline helps me feel like I have accomplished a goal and keeps me more motivated to continue to exceed expectations. |
| 13) | Your management Style and Technique to achieve the target.  Ans: I believe employees work best without a manager constantly monitoring their work. Each employee has a different way to complete work, so I allow my team to complete their work however they see fit. If they need my assistance, I will help guide them as needed. |
| 14) | Your selection criteria for hiring a person for this Post.  Ans: Qualifications and Education, Work Experience, Skills and Abilities, Personality Traits and Behaviors. |
| 15) | Your proposal to compensate for your lack of skills/experience if any. Ans: |
| 16) | Your reasons for willingness/unwillingness to work Overtime, Nights, Weekends.  Ans: I will work hard and get the job done because I am getting paid for it. However, If that work beneficial for my company growth and help to enhances my learnings than, YES, I do not have any problem to work for overtime and even Friday. |
| 17) | Your reasons for prior importance to the money or to the work. If you have enough money to retire right now, please express your opinion.  Ans: Work & Money are both important. But we must have to prefer on work. If the work is good then automatically the money will grow. |
| 18) | Your long-term Career Goals with your preparations to achieve them.  Ans: I am going to be working for a long time. Firstly, I will create career stability and become an expert on IT related works. Then starting a business and retire comfortably from the 9 to 5 job. |

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| 19) | Reason(s) to change Present Company.  Ans: The main reason is to change job location. |
| 20) | Your overall impression about Natural Group. Have you ever been interviewed in Auko-Tex Group?  Ans: Natural Group is one of the best renowned group of company in Bangladeshi RMG Sector. No, I never had an opportunity to interview in Natural Group. |
| * ***We fore-see Your potential skill towards your valuable contribution for further Development of our Company.*** | |