

Daffodil International University
Daffodil Smart City (DSC), Birulia, Savar, Dhaka-1216

Administrative Employee Expertise and Contribution Assessment Submission Document (Fill up by the Employee himself/herself)

Your Name:

Employee ID:

Designation:

Department:

Section (If any):

1. Job-Specific Skills (12 Points)

1. 1. Would you please provide examples of how you have applied technical skills specific to your administrative role?

1.2. Please provide examples of projects you have planned, executed, and monitored effectively.

1.3. Can you please provide examples showcasing your in-depth knowledge and expertise necessary for effective performance?

2. Knowledge Base (10 Points)

2.1. Could you please provide examples of how you have applied knowledge of industry standards, trends, and best practices in your role?

2.2. Can you please provide examples showcasing your understanding of the roles and responsibilities of your job and how they relate to applicable industry standards?

2.3. Please provide examples of your continuous learning and professional development activities that have enhanced your performance in your administrative role.

3. Value Addition (8 Points)

3.1. Would you please provide examples of how you have identified and implemented process improvements that increase efficiency and effectiveness in your role?

3.2. Please provide examples of how you have identified and implemented cost-saving initiatives that reduce expenses while maintaining quality.

3.3. Could you please provide examples of how you have enhanced outcomes by identifying and implementing strategies that improve performance and results?

3.4. Can you please provide examples of how you have identified and implemented innovative initiatives that create new opportunities and add value to the university?

4. Revenue Contribution (7 Points)

4.1. Could you please provide examples of how you have increased enrollment through effective marketing and recruitment strategies?

4.2. Please provide examples of how you have secured grants that provide funding for research programs and other initiatives.

4.3. Can you please provide examples of how you have managed budgets effectively, ensuring that resources are allocated appropriately and expenses are controlled?

4.4. Please provide examples of how you have developed and implemented successful fundraising initiatives that generate revenue for the university.

4.5. Can you please provide examples of how you have fostered collaborative ventures that generate revenue and create new opportunities for the university?

5. Model Creation (5 Points)

5.1. Could you please provide an example of a best practice you developed and implemented within your department, along with evidence of its impact on performance and results?

5.2. Can you please share an example of a training material or guideline you created or updated, along with evidence of how it improved the knowledge and skills of staff members?

5.3. Would you please describe a situation where you provided mentorship or coaching to a staff member, along with evidence of its impact on their performance and results?

5.4. Please describe a knowledge-sharing program/initiative that you initiated, along with evidence of its impact on knowledge and skills within the department.