

Sample Employee Performance Review For Initiative Document

Sample Employee Performance Review for Initiative

In the realm of employee performance assessments, evaluating an individual's initiative is crucial for understanding their proactive attitude, problem-solving skills, and ability to contribute beyond their routine responsibilities. A well-structured *sample employee performance review for initiative* not only highlights strengths but also provides constructive feedback to foster continued growth. Whether you're a manager preparing for an annual review or a HR professional designing evaluation templates, having a comprehensive example can streamline the process and ensure consistency across evaluations.

Understanding the Importance of Initiative in Employee Performance

What Is Initiative?

Initiative refers to an employee's willingness to take proactive steps without being prompted, demonstrating a sense of ownership and responsibility. It involves identifying opportunities for improvement, proposing new ideas, and acting independently to solve problems.

Why Is Initiative a Critical Performance Metric?

Employees who show initiative often:

- Drive innovation and continuous improvement
- Reduce managerial oversight and micromanagement
- Enhance team productivity and morale
- Contribute to a positive workplace culture

Assessing initiative helps organizations identify future leaders, encourage proactive behavior, and align individual efforts with organizational goals.

Components of an Effective Performance Review for Initiative

1. Specific Examples of Initiative

Providing concrete instances demonstrates the employee's proactive behavior. Examples might include:

- Voluntarily leading a project to address a recurring issue
- Developing a new process that improves efficiency
- Offering solutions during team meetings without being prompted
- Seeking additional responsibilities or training to improve skills

2. Assessment of Proactiveness and Creativity

Evaluating how often and effectively the employee acts without direction, as well as their ability to think innovatively.

3. Impact of Their Initiative

Measuring the tangible results of the employee's proactive efforts, such as increased productivity, cost savings, or improved client satisfaction.

4. Areas for Improvement

Constructive feedback on how the employee can further develop their initiative, such as taking more ownership or exploring new opportunities.

Sample Performance Review for Initiative

Employee Name: Jane Doe

Position: Marketing Coordinator

Review Period: January 2023 ? December 2023

Reviewer: John Smith, Marketing Manager

Overall Performance Summary

Jane has demonstrated outstanding initiative throughout this review period. She consistently seeks opportunities to improve team processes and takes proactive steps to contribute beyond her routine responsibilities. Her creativity and willingness to lead have significantly benefited our marketing campaigns and team dynamics.

Strengths in Initiative

- Proactive Problem-Solving:

Jane identified a gap in our social media engagement metrics and independently researched new content strategies. She implemented A/B testing that resulted in a 20% increase in engagement within three months.

- Leadership and Ownership:

When our team faced a tight deadline on the product launch, Jane volunteered to coordinate with external vendors and managed her tasks effectively, ensuring timely delivery without requiring supervision.

- Innovative Ideas:

She proposed a new content calendar system that streamlined our workflow and reduced planning time by 15%. Her willingness to experiment and innovate has kept our campaigns fresh and effective.

- Seeking Growth Opportunities:

Jane enrolled in advanced digital marketing courses on her own initiative, demonstrating her commitment to professional development and her desire to bring new skills to the team.

Impact of Jane's Initiative

Jane's proactive approach has led to measurable improvements:

- Increased social media engagement, boosting brand visibility
- More efficient project management, saving time and resources
- Enhanced team collaboration through her leadership during critical projects
- Contribution to a culture of innovation within the department

Areas for Development

While Jane's initiative is commendable, there are areas where she can grow further:

- Strategic Planning:

Encouraged to align her proactive efforts more closely with long-term organizational goals to maximize impact.

- Delegation Skills:

As she takes on more responsibilities, developing effective delegation skills will help prevent burnout and foster team development.

- Sharing Ideas More Broadly:

While her ideas are valuable, sharing her insights more regularly during team meetings can inspire others and promote collaborative innovation.

Recommendations:

- Attend strategic planning workshops.
- Practice delegation by assigning tasks to team members.
- Schedule regular brainstorming sessions to share her innovative ideas.

Best Practices for Writing a Sample Employee Performance Review for Initiative

1. Use Clear and Specific Language

Avoid vague statements; instead, cite specific examples illustrating the employee's proactive behaviors.

2. Balance Strengths and Areas for Growth

Highlight achievements while providing constructive feedback to motivate improvement.

3. Incorporate Quantifiable Results

Whenever possible, include metrics or measurable outcomes to substantiate the employee's impact.

4. Tailor the Review to Individual Contributions

Customize the review based on the employee's role, responsibilities, and unique initiatives.

5. Encourage Future Development

End with actionable suggestions and encouragement to reinforce positive behaviors and growth opportunities.

Conclusion

A well-crafted *sample employee performance review for initiative* serves as an essential tool for recognizing proactive employees, guiding their development, and reinforcing organizational values. By thoughtfully assessing specific behaviors, providing concrete examples, and offering clear feedback, managers can motivate employees to continue demonstrating initiative that drives organizational success. Remember, fostering a culture that values and rewards initiative not only boosts individual performance but also cultivates innovation, engagement, and overall growth within the company.

Sample Employee Performance Review for Initiative

Understanding the Importance of Initiative in the Workplace

Initiative is a critical attribute that distinguishes standout employees from their peers. It reflects an employee's willingness to proactively identify opportunities, solve problems without being prompted, and take ownership of tasks beyond their immediate responsibilities. An employee demonstrating strong initiative contributes to organizational growth, fosters innovation, and enhances team dynamics.

A well-drafted performance review that evaluates initiative provides clarity on an employee's proactive behaviors, encourages continued growth, and aligns individual efforts with organizational goals. It also serves as a foundation for recognizing excellence and identifying areas for improvement.

Defining Initiative: What Does It Entail?

Before delving into review specifics, it's essential to understand what constitutes initiative in a professional environment. Key aspects include:

- Proactivity: Anticipating needs and acting ahead of time.
- Responsibility: Voluntarily taking ownership of tasks and projects.
- Innovation: Suggesting new ideas or approaches to improve processes.

- Problem-Solving: Addressing challenges independently or with minimal guidance.
- Engagement: Showing genuine interest and involvement in work beyond the basic requirements.

An employee who consistently exhibits these behaviors is often viewed as a self-starter and a valuable asset.

Components of an Effective Performance Review for Initiative

An insightful review should encompass various facets, from specific examples to overall impact. Below are the core components:

- Overview of Initiative Demonstration

Begin by summarizing the employee's general attitude towards taking initiative.

- Did they readily volunteer for new projects?
- Were they proactive in identifying areas for improvement?
- How consistently did they demonstrate independence?

Example:

"Jane consistently demonstrates a proactive approach in her role, frequently volunteering for challenging assignments and seeking opportunities to enhance team productivity."

- Specific Examples and Evidence

Support your evaluation with concrete instances where the employee exhibited initiative.

- Project Leadership: Did they lead or propose new projects?
- Problem Resolution: Did they identify and address issues independently?
- Process Improvements: Have they suggested or implemented efficiency measures?
- Training and Development: Did they pursue additional learning or skills?

Example:

"During the rollout of the new client onboarding process, Mark took the initiative to streamline

documentation procedures, reducing onboarding time by 15%, without direct instruction."

- Impact on Team and Organization

Assess how the employee's proactive actions have benefited the team or organization.

- Increased efficiency or productivity
- Cost savings
- Enhanced customer satisfaction
- Positive influence on colleagues

Example:

"Lisa's initiative in developing a training manual for new hires has significantly reduced onboarding time, allowing the team to onboard new members more swiftly and effectively."

- Attitude and Mindset Towards Initiative

Evaluate the employee's mindset?are they self-motivated, eager to learn, and receptive to feedback?

- Do they seek out challenges?
- Are they resilient when facing setbacks?
- Do they demonstrate enthusiasm for taking on additional responsibilities?

Example:

"John approaches each task with enthusiasm and is eager to learn new skills, often seeking feedback to refine his work."

- Areas for Growth and Development

Even high performers can benefit from growth opportunities related to initiative.

- Encouraging more strategic thinking

- Taking ownership of larger projects
- Developing leadership qualities in proactive roles
- Building confidence to propose innovative ideas

Example:

"While Emily demonstrates strong initiative in routine tasks, she could further develop her strategic thinking by engaging in broader project planning."

Sample Performance Review for Employee Initiative

Below is a comprehensive example of how a performance review might be structured, integrating the considerations above.

Employee Name: Sarah Thompson

Review Period: January 2023 ? December 2023

Position: Marketing Coordinator

Performance Review ? Initiative

Overall Assessment:

Sarah has consistently demonstrated a high level of initiative throughout this review period. Her proactive approach to her responsibilities and her willingness to go above and beyond have made a significant positive impact on our marketing team and the broader organization.

Strengths and Examples:

- Proactive Campaign Development:

Sarah independently developed a social media campaign targeting a new demographic, which resulted in a 20% increase in engagement. Her ability to identify this opportunity without direct prompting showcased her forward-thinking mindset.

- Problem-Solving Skills:

When faced with delays in content approvals, Sarah took the initiative to coordinate with the content

team to establish a more efficient review process, reducing turnaround time by 30%.

- Process Improvement Initiatives:

Recognizing the repetitive nature of reporting tasks, she designed a template that automated parts of the reporting process, saving the team approximately 10 hours monthly.

- Professional Growth:

Sarah enrolled in advanced digital marketing courses without prompting, demonstrating her commitment to self-improvement and staying ahead of industry trends.

Impact of Initiatives:

Sarah's proactive efforts have led to tangible improvements in campaign performance, operational efficiency, and team knowledge. Her contributions have also inspired colleagues to adopt a more proactive stance in their roles.

Attitude and Mindset:

Sarah displays a growth-oriented mindset, consistently seeking opportunities for enhancement and not shying away from challenges. She welcomes feedback and uses it constructively to refine her approaches.

Areas for Development:

While Sarah's initiative is commendable, she can further develop her strategic thinking by participating in higher-level planning discussions. Taking ownership of larger or cross-departmental projects could elevate her impact and prepare her for future leadership roles.

Best Practices for Writing Employee Performance Reviews on Initiative

To craft a balanced and impactful review, consider the following best practices:

- Use Specific, Measurable Examples

Avoid vague statements; instead, cite concrete instances that illustrate initiative. Quantify results

wherever possible to demonstrate impact.

- Balance Praise with Constructive Feedback

Acknowledge strengths while gently highlighting opportunities for growth. This approach encourages continuous development.

- Link Initiative to Organizational Goals

Show how the employee's proactive behaviors align with and support broader company objectives.

- Encourage Future Growth

End reviews by setting goals related to increasing initiative, such as leading a new project or developing strategic skills.

- Be Objective and Fair

Base evaluations on observable behaviors and outcomes, avoiding personal biases or subjective impressions.

Conclusion: Fostering a Culture of Initiative

An effective performance review that thoughtfully assesses initiative not only recognizes individual contributions but also promotes a culture of proactive engagement within the organization. Managers should aim to nurture initiative by providing clear expectations, supporting autonomy, and recognizing proactive behaviors. Employees, on their part, should be encouraged to take ownership, seek continuous improvement, and contribute beyond their immediate roles.

By systematically evaluating initiative in performance reviews, organizations can motivate employees to become more innovative, responsible, and aligned with the company's mission, ultimately driving sustained success and growth.

Question What are key indicators of employee initiative in a performance review? **Key** indicators include proactive problem-solving, willingness to take on new responsibilities, suggesting improvements, and demonstrating enthusiasm for projects beyond assigned tasks. **How** can managers effectively evaluate an employee's initiative during a review? **Managers** can assess

initiative by reviewing examples of proactive behavior, feedback from colleagues, and the employee's ability to independently identify and address challenges. What are some sample comments to highlight employee initiative in a review? Sample comments include: 'Consistently seeks out new challenges,' 'Displays a proactive approach in solving issues,' and 'Takes the lead on projects without prompting.' How should an employee demonstrate initiative during their performance review? Employees can showcase initiative by sharing examples of times they've proactively improved processes, taken on extra responsibilities, or contributed innovative ideas. What are common areas for improvement related to employee initiative? Employees may need to improve in recognizing opportunities for proactive action, increasing their confidence to suggest ideas, or taking responsibility without waiting for direction. How can organizations foster a culture of initiative that reflects in performance reviews? Organizations can encourage initiative through recognition programs, providing autonomy, and setting clear expectations for proactive behavior, which can then be reflected positively in reviews. What metrics can be used to quantify employee initiative in performance assessments? Metrics include number of new ideas proposed, initiatives taken without prompting, successful independent projects, and peer or supervisor feedback on proactive behaviors.

Related keywords: employee performance, initiative, performance review, workplace motivation, goal achievement, employee evaluation, leadership skills, professional development, productivity, feedback session

Gndu sample papers gndu sample papers

gndu sample papers gndu sample papers are an essential resource for students preparing for exams at Guru Nanak Dev University (GNDU). Whether you're a first-year undergraduate or a postgraduate student, accessing and practicing with sample papers can significantly enhance your exam readiness, boost confidence, and improve overall academic performance. In this comprehensive guide, we will explore everything you need to know about GNDU sample papers, their importance, how to access them, and tips for effective preparation.

Understanding the Importance of GNDU Sample Papers

Sample papers serve as a mirror to the actual exams, offering students a glimpse of the question paper pattern, marking scheme, and the types of questions that may appear. Here's why GNDU sample papers are invaluable:

1. Familiarity with Exam Pattern

Sample papers help students understand the structure of the question paper, including:

- Number of questions
- Types of questions (short answer, long answer, multiple choice, etc.)
- Distribution of marks
- Time allocation per section

2. Practice and Time Management

Consistent practice using sample papers enhances speed and accuracy, allowing students to manage their exam time effectively.

3. Identifying Important Topics

Practicing sample papers highlights recurring questions and topics, guiding students to focus their revision on significant areas.

4. Reducing Exam Anxiety

Familiarity with the question pattern reduces uncertainty and nervousness during the actual exam.

Types of GNDU Sample Papers Available

GNDU offers a variety of sample papers tailored for different courses and semesters. These include:

1. Undergraduate Sample Papers

For courses like B.A., B.Sc., B.Com., B.Tech., and others, covering all semesters and subjects.

2. Postgraduate Sample Papers

For master's programs such as M.A., M.Sc., M.Com., MBA, and more.

3. Professional and Diploma Courses

Sample papers for diploma and certificate courses offered by GNDU.

4. Previous Year Question Papers

Though technically not the same as sample papers, previous year papers are often used

interchangeably and provide real exam scenarios.

How to Access GNDU Sample Papers

Accessing sample papers is straightforward, with multiple sources available:

1. Official GNDU Website

The most reliable source is the official Guru Nanak Dev University website:

- Visit gndu.ac.in
- Navigate to the 'Examinations' or 'Student Resources' section
- Look for 'Sample Question Papers' or 'Previous Year Papers'
- Select your course, semester, and subject to download PDFs

2. University Departments and Faculties

Departments often upload sample papers relevant to their specific courses on departmental portals or notice boards.

3. Educational Portals and Bookstores

Many educational websites and bookstores provide compiled collections of GNDU sample papers, often with solutions and practice tests.

4. Coaching Centers and Online Forums

Coaching institutes and online student forums share sample papers, mock tests, and tips for effective preparation.

Effective Strategies for Using GNDU Sample Papers

Merely downloading sample papers isn't enough; students must adopt strategies to maximize their benefits:

1. Create a Study Schedule

Allocate specific days for practicing sample papers, ensuring coverage of all subjects before exams.

2. Simulate Exam Conditions

Attempt sample papers within the set time limit and in a quiet environment to mimic real exam conditions.

3. Analyze Your Performance

Post-practice, evaluate your answers to identify strengths and weaknesses. Focus on improving areas where mistakes are frequent.

4. Review Solutions and Explanations

Compare your answers with model solutions to understand correct approaches and learn alternative methods.

5. Revise Important Topics

Use insights from sample papers to revise key topics, ensuring comprehensive preparation.

Benefits of Regular Practice with GNDU Sample Papers

Consistent practice with sample papers offers numerous advantages:

- **Enhanced Problem-Solving Skills:** Develops quick thinking and analytical abilities.
- **Improved Memory and Retention:** Reinforces learning and helps memorize important concepts.
- **Increased Confidence:** Familiarity with question types reduces exam anxiety.
- **Better Score Potential:** Practice helps identify common questions, increasing chances of scoring higher.

Tips for Effective Exam Preparation Using GNDU Sample Papers

To derive maximum benefit from sample papers, consider these tips:

1. Start Early

Begin practicing well in advance of exams to allow ample revision and self-assessment.

2. Cover All Subjects

Ensure all course topics are practiced; don't focus solely on weaker areas.

3. Maintain Accuracy Over Speed

Initially, prioritize accuracy to understand concepts, then gradually increase speed.

4. Seek Clarification

If you encounter doubts while practicing, consult teachers or peers for clarification.

5. Keep a Record

Maintain a log of your practice scores and errors to monitor progress.

Conclusion

gndu sample papers gndu sample papers are an indispensable tool for students aiming for academic excellence at Guru Nanak Dev University. By regularly practicing these sample papers, students can gain familiarity with exam patterns, improve their time management skills, and boost their confidence. Remember, consistent practice paired with strategic revision is the key to success in university examinations. Access these resources from official and trusted sources, adopt effective study strategies, and stay committed to your preparation journey for the best results.

FAQs about GNDU Sample Papers

- **Are GNDU sample papers available for all courses?** Yes, sample papers are available for most undergraduate, postgraduate, and professional courses offered by GNDU.
- **Can I find solved sample papers online?** Yes, many educational websites and coaching institutes provide solved sample papers for better understanding.
- **How often should I practice sample papers?** It's recommended to practice at least one sample paper per subject per week, depending on your syllabus timeline.
- **Do practicing sample papers guarantee good grades?** While practicing improves your chances, success also depends on thorough revision, understanding concepts, and exam strategies.

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In the realm of higher education, especially for students pursuing undergraduate and postgraduate courses at Guru Nanak Dev University (GNDU), the importance of effective exam preparation cannot be overstated. One of the most vital resources that students turn to for honing their skills and understanding the exam pattern is the collection of GNDU sample papers. These sample papers serve as a mirror reflecting the actual question papers, enabling students to gauge the difficulty

level, structure, and types of questions they can expect in their upcoming exams. In this article, we delve into the significance of GNDU sample papers, how they can be utilized effectively, and the benefits they bring to students' academic success.

Understanding the Significance of GNDU Sample Papers

What Are GNDU Sample Papers?

GNDU sample papers are meticulously curated question papers that replicate the format, marking scheme, and difficulty level of actual university examinations. These papers are often prepared by faculty members, university departments, or trusted educational platforms to aid students in their preparation.

Why Are Sample Papers Important?

Sample papers are more than just practice tools; they are strategic resources that help students:

- Familiarize themselves with the exam pattern: Understanding the distribution of questions, types (descriptive, objective, short answer), and marking scheme.
- Identify important topics: Recognizing recurring themes and frequently asked questions.
- Improve time management: Practicing within time limits to ensure efficiency during the actual exam.
- Boost confidence: Reducing exam anxiety by practicing under simulated conditions.
- Assess their preparation level: Gauging strengths and weaknesses to focus their revision.

How to Access GNDU Sample Papers

Official University Resources

The most reliable source for GNDU sample papers is the official university website. GNDU regularly uploads sample papers for various courses and subjects, often aligned with the latest syllabus updates.

Educational Platforms and Coaching Institutes

Many reputed coaching centers and educational websites curate and distribute sample papers tailored for GNDU exams. They often supplement these with detailed solutions and marking schemes.

Student Forums and Social Media Groups

Online student communities, forums, and social media groups dedicated to GNDU students are valuable platforms where peers share sample papers, discuss strategies, and exchange insights.

Effective Strategies to Utilize GNDU Sample Papers

Simply practicing sample papers is not enough; students must adopt strategic approaches to maximize their benefits.

- Set a Realistic Exam Environment
 - Simulate exam conditions: Time yourself, avoid distractions, and adhere to the exam duration.
 - Use proper resources: Practice with the same type of paper (handwritten or digital) as the actual exam.
- Analyze Your Performance
 - Mark your answers and compare with model solutions or answer keys.
 - Identify mistakes and understand where you went wrong.
 - Track your progress over multiple practice sessions.
- Focus on Weak Areas
 - Review topics where you scored low.
 - Revisit the relevant chapters and seek additional resources if needed.
 - Practice more questions from those sections.
- Incorporate Past and Model Papers into Your Routine
 - Use sample papers as part of your regular revision cycle.
 - Gradually increase difficulty level by attempting previous years' question papers.
- Discuss and Clarify Doubts

- Join study groups or seek guidance from teachers.
- Analyze solutions thoroughly to understand the methodology.

Benefits of Regular Practice with GNDU Sample Papers

Consistent practice with sample papers yields multiple advantages:

Improved Exam Readiness

Students become familiar with the question style, reducing surprise elements during the actual exam.

Enhanced Time Management Skills

Practicing under timed conditions helps students allocate appropriate time to each section or question.

Better Answer Presentation

Regular practice encourages clarity, conciseness, and proper structuring of answers, which can positively impact scores.

Reduced Exam Anxiety

Preparedness breeds confidence, reducing stress and anxiety associated with exams.

Identification of Knowledge Gaps

Sample papers highlight areas that need further revision, enabling targeted study.

Common Challenges and How to Overcome Them

While GNDU sample papers are invaluable, students often face certain challenges:

Limited Access to Quality Sample Papers

Solution: Rely on official sources and verified educational platforms. Avoid dubious websites that may provide outdated or incorrect papers.

Time Constraints During Practice

Solution: Start practicing early and gradually increase the difficulty level. Use timers to simulate real exam conditions.

Over-Reliance on Sample Papers

Solution: Balance practice with comprehensive syllabus coverage. Use sample papers as a supplement, not a substitute, for thorough studying.

Difficulty in Understanding Solutions

Solution: Seek guidance from teachers, online tutorials, or peer groups. Focus on understanding the reasoning behind each answer.

Future Trends: Digital Resources and Sample Papers

The advent of digital learning has transformed how students access and utilize sample papers. Key trends include:

- Online repositories: Universities and educational platforms offering downloadable sample papers.
- Mobile apps: Dedicated apps providing access to sample papers, mock tests, and interactive quizzes.
- E-learning portals: Integrated platforms offering video explanations, solution walkthroughs, and practice tests.

Students should leverage these digital tools to enhance their preparation and stay updated with the latest exam patterns.

Conclusion

In conclusion, GNDU sample papers are indispensable resources for students aiming for academic excellence at Guru Nanak Dev University. They serve as practical tools for understanding the exam format, practicing time management, and assessing one's preparedness. By approaching sample papers strategically—setting a simulated exam environment, analyzing performance, and focusing on weak areas—students can significantly improve their chances of success. As the academic landscape evolves with digital innovations, staying proactive and utilizing these resources effectively will empower students to navigate their exams confidently and achieve their academic goals. Whether you are a first-time examinee or a seasoned student, integrating GNDU sample papers into your study routine can make a substantial difference in your performance and overall learning experience.

QuestionAnswer Where can I find the latest GNDU sample papers for practice? You can access the latest GNDU sample papers on the official Guru Nanak Dev University website under the 'Examinations' or 'Downloads' section. Are GNDU sample papers available for all courses and semesters? Yes, GNDU provides sample papers for most courses and semesters to help students prepare effectively for their exams. How can GNDU sample papers help in exam preparation? GNDU sample papers familiarize students with the exam pattern, question types, and marking scheme, aiding better preparation and time management. Are the GNDU sample papers updated annually? Yes, the university updates its sample papers regularly to reflect the latest syllabus and exam pattern changes. Can I download GNDU sample papers in PDF format? Yes, most GNDU sample papers are available for download in PDF format from the official university website. Do GNDU sample papers include previous years' question papers? Some sample papers may include previous years' questions; however, for comprehensive practice, students should also refer to actual past exam papers available online. Are there any online platforms offering GNDU sample papers? Yes, several educational websites and coaching platforms provide GNDU sample papers and practice tests for students. How can I use GNDU sample papers effectively for my exam revision? Use them to simulate exam conditions, practice time management, and identify weak areas to focus your revision accordingly. Is it advisable to rely solely on GNDU sample papers for exam preparation? While sample papers are helpful, it's important to study the entire syllabus, revise concepts, and practice previous years' question papers for comprehensive preparation. Where can I get additional guidance on solving GNDU sample papers? You can seek guidance from professors, join online study groups, or consult coaching centers that offer specialized assistance in solving sample papers.

Related keywords: GNDU previous year papers, GNDU model question papers, GNDU exam papers, GNDU sample question papers, GNDU degree papers, GNDU semester papers, GNDU PDF downloads, GNDU exam preparation, GNDU undergraduate papers, GNDU postgraduate papers

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