

PERFORMANCE APPRAISAL FORM

A. EMPLOYEE'S PARTICULARS

Name of Employee:		Dept/ Centre:	
Designation :		Date Joined :	
Areas In-charged	Basic Salary (RM)	Allowance (If any)	Age
(Products /Subjects)		Highest Qualification :	

B. PURPOSE OF REVIEW

<input style="width: 20px; height: 20px;" type="checkbox"/> <input style="width: 20px; height: 20px;" type="checkbox"/> <input style="width: 20px; height: 20px;" type="checkbox"/>	Performance Evaluation Promotion/Upgrading Others_____	(Period of Review: From _____ to _____) <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <input style="width: 20px; height: 20px;" type="checkbox"/> <input style="width: 20px; height: 20px;" type="checkbox"/> </div> <div style="width: 50%;"> Confirmation Salary Increment/Adjustment </div> </div>
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PERFORMANCE RATING

Rating	Description
5	Performance is superior; employee shows initiative in doing extra miles
4	Performance is very good and above normal expectations
3	Performance is satisfactory and meets basic expectations
2	Performance is below average and requires much improvements
1	Performance is unacceptable and needs immediate improvement

C. KEY PERFORMANCE INDICATORS (Quantifiable with specific desired target/results to be achieved)

No.	KPI	Actual Accomplishment	Rating
1			
2			
3			
4			
5			
6			
7			

D. PERFORMANCE FACTORS

Please tick {/} in the box which best describes the employee's performance.

(I) JOB COMPETENCY		1	2	3	4	5
1	Job Knowledge/Skills Depth of job knowledge and the application of skills required					
2	Quality of Work Performs work thoroughly and accurately in line with expected standards/procedures					
3	Quantity of Work Ability to efficiently do and complete volume of work per requirement of his/her job					
4	Service Quality Attentive and understanding towards meeting customer's needs and giving priority to theirs satisfaction					
5	Reliability /Independence Ability to complete tasks with minimum supervision and trustworthiness in completing assignments against deadline					

(II) PERSONAL ATTRIBUTES		1	2	3	4	5
1	Conduct / Discipline Complies with established rules and regulations (including attendance and punctuality)					
2	Integrity Displays honesty, trustworthiness, sense of duty and dependability					
3	Communication Skills Ability to communicate ideas and expressions effectively, both spoken and written					
4	Commitment / Dedication Displays eagerness and enthusiasms in executing task as being assigned/delegated					

(III) PROFESSIONAL ATTRIBUTES		1	2	3	4	5
1	Work Attitude/Diligence Committed, diligent and responsible in carrying out the duties assigned					
2	Willingness to Learn Keen in learning and able to profit by experience and learn from mistakes.					
3	Initiative Self-starter and who goes beyond executing instructions and taking appropriate actions without being told.					
4	Teamwork/Cooperation Works well as an effective team player and contributes to team spirit.					
5	Resourcefulness The ability to cope with different situations in creative way.					
6	Meeting Deadlines Ability to prioritize work/tasks and degree of conforming to scheduled dates of completion of assignments without compromising on quality, goals and objectives.					

E. APPRAISEE'S COMMENTS & ACKNOWLEDGEMENT

I, _____ confirm the following:

☐

An appraisal interview was conducted on _____ (date)

☐

I have noted my performance grading and overall performance assessment.

Any other comments:

I have also attached a list of my current duties & a list of contributions/achievement/ ad-hoc assignments assigned to me during the period of review (*as per Appendix 1*)

F. RECOMMENDATION BY MANAGEMENT

The appraisee is recommended for:

☐

Confirmation in Service

☐

Extension of Probation

☐

Termination of Service

☐

Others _____

☐

An increment of RM _____

☐

Forfeiture of Increment

☐

Upgrading/Promotion to _____

Reviewed by Division Head	Signature:	Date:
Approval by Managing Director	Signature:	Date:

Signature of Division Head/Managing Director: _____

Date : _____