

GALAXY AEROSPACE (M) SDN. BHD.

PERFORMANCE REVIEW FORM

(OTHER THAN TECHNICIAN/STOREMAN/LAE/MI-S)

Name of Appraisee's : AHMAD HAFIZ BIN MOHD JAMIL

Designation : PROTÉGÉ

Date Join : 7/3/2023

Employee no.: SLIM 241

Department : DTS

***Write number at appropriate column**

***Rating**

No	Rating Factor	*Rating			
		Unsatisfactory 1	Satisfactory 2	Good 3	Very Good 4
1	Attendance & Punctuality			3	
2	Job knowledge		2		
3	Company Procedure			3	
4	Planning & Organizing			3	
5	Interpersonal Relations				4
6	Judgement		2		
7	Communications			3	
8	Quality of work			3	
9	Initiative/Creativity			3	
10	Managing of Resources			3	
11	Leadership Qualities			3	
12	Safety & Security Awareness				4
Sub Total		0	4	24	8

Total score

75%

Note: Minimum score for confirmation/ extension/ conversion shall be 60%

Recommendation. Please tick (✓) where applicable:

To be Confirmed

To Extend Probation for Further ____ (months/years)

To Extend Contract for ____ (months/years)

To Convert Permanent Employment

To Terminate Employment

Others

Staff

Appraiser's Signature :

Concurred by
Head of

Name: Ir Nizam NAZAR

Name:

Ir Nizam NAZAR

Designation: HODO

Designation:

HODO

Date : 2-Feb-24

Date :

2-Feb-24