

## PERFORMANCE REVIEW FORM

REVIEW PERIOD : \_\_\_\_\_

	Confirmation Review
	Contract Renewal Review
	Promotion Review
	Others

### PART A - PERSONAL PARTICULARS

Name : \_\_\_\_\_

Employee No : \_\_\_\_\_

Department : \_\_\_\_\_

Designation : \_\_\_\_\_

Date Join : \_\_\_\_\_

<b>PART B - RATING</b>		Appraisal Points	Rating Points					Assessor's Rating
<i>These factors are key areas to determine the suitability of the Employee</i>			U/S	S	G	VG	OS	
1	Safety	10	2	4	6	8	10	
2	Job Knowledge	10	2	4	6	8	10	
3	Discipline / Punctuality / Timekeeping	20	4	8	12	16	20	
4	Quality of Work & Productivity	20	4	8	12	16	20	
5	Security	10	2	4	6	8	10	
6	Teamwork & Cooperation	10	2	4	6	8	10	
7	Attendance	5	4	2	3	4	5	
8	Communication (Bahasa Malaysia & English)	5	1	2	3	4	5	
9	Interpersonal Relationship	5	1	2	3	4	5	
10	Leadership	5	1	2	3	4	5	
11	Planning and Organising	5	1	2	3	4	5	
12	Decision Making	5	1	2	3	4	5	
13	Effort and Initiative	5	1	2	3	4	5	
14	Sense of Urgency	5	1	2	3	4	5	
<b>Total Appraisal Points</b>		<b>120</b>	<b>Overall Rating Points</b>					<b>0</b>

**NOTES:**

1. Appraisal Points are in multiples of 5. The highest is 20.
2. Appraisal Points for each Appraisal Factor is determined before the review is conducted.
3. Additional Appraisal Factors may be added to the above.
4. **Appraisal Factors that is Not Applicable (N/A) should be stated and Total Appraisal Points be adjusted accordingly.**

PERCENTAGE OF OVERALL RATING POINTS

$$\frac{\text{Overall Rating Points}}{\text{Total Appraisal Points}} \times 100 = \frac{0}{120} \times 100$$

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OVERALL RATING LEVEL (refer below level)

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DESCRIPTION	RANGE	LEVEL
Outstanding (OS)	86% - 100%	5
Very Good (VG)	71% - 85%	4
Good (G)	56% - 70%	3
Satisfactory (S)	41% - 55%	2
Unsatisfactory (US)	41% & below	1

**Appraiser's comment:-**

a. Are you satisfied with his/her present work? If not give reason

b. Do you recommend his/her be sent for Training? Scope?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PART C - RECOMMENDATION

**Under Probation / Contract**

<input type="checkbox"/> To be confirmed	<input type="checkbox"/> To convert permanent employment
<input type="checkbox"/> To extend probation for further _____ (months)	<input type="checkbox"/> To terminate employment
<input type="checkbox"/> To Extend Contract for _____ (months)	<input type="checkbox"/> Others

I'm fully aware and agreed on the assesment conducted by my Superior.

**Employee** \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Appraiser 2** \_\_\_\_\_

(if any)

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Appraiser 1** \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**HOD** \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_