

PERFORMANCE APPRAISAL FORM

(for Annual Increment/Bonus/Confirmation/Promotion/Extension)



Employee's and Supervisor's Agreement

The statements made on this page, and on the following pages of this "Performance Planning and Appraisal Form" are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. GAM reserves the right to modify position duties at any time, to reflect process improvements and business necessity.

We agree to use the accountabilities, criteria, expectations and relative weights mentioned in this document as the basis of performance appraisal

Purpose of the Appraisal Meeting

To enable you to discuss, with your manager, your job performance and your future. The discussion should aim at a clearer understanding of:

- (a) The main scope and purpose of your job
- (b) Agreements on your objectives and tasks
- (c) Standards or targets for measuring your performance
- (d) Your training and future prospects

PART 1 : APPRAISEE'S PARTICULARS

APPRAISEE FULL NAME : ZULFIKA ALI KHAN BIN SAID
 APPRAISEE EMPLOYEE # : 8217
 DESIGNATION/POST : COMMERCIAL CONTROLLER - GOVERNMENT
 DEPARTMENT : COMMERCIAL eg: ENGINEERING/CAMO/PLANNER/TECH PUB/ADMIN/FINANCE
 ATTACHMENT TO PROJECT : NOT APPLICABLE eg: PGU/APMM/BOMBA/GA/MANAGEMENT
 JOINING DATE : 01.04.2016 Age on appraised date :
 TIME IN POSITION : YEARS MONTHS
 EVALUATION PERIOD : FROM THROUGH
 REPORTS TO : NIK MOHD FAREEZ BIN AUDDIN DESIGNATION :

PART 2 : APPRAISER'S PARTICULARS

1st APPRAISER NAME : NIK MOHD FAREEZ BIN AUDDIN
 DESIGNATION : CM

RATING SCALE

- OUTSTANDING : 5 Performance is **exceptional** and far exceeds expectations. Consistently demonstrates **excellent standards**
- VERY GOOD : 4 Performance is **consistent** and exceeds expectations.
- ON TARGET : 3 Performance is **consistent**. Clearly meets job requirements.
- BELOW TARGET : 2 Performance is **satisfactory**. Meets minimum requirements of the job.
- NEEDS IMPROVEMENT : 1 Performance is **inconsistent**. Meets requirements of the job occasionally.
- UNSATISFACTORY : 0 Performance **does not meet minimum requirements** of the job.

		5	4	3	2	1	0	Appraiser Score	Appraisee SCORE
JOB KNOWLEDGE / TECHNICAL SKILLS	1 Shows technical competency/skill in area of specialization (expertise).		4					4	1
	2 Possesses knowledge of work precedures and requirements of job.		4					4	2
	3 Able to perform tasking other than your job scope (multi tasking).		4					4	5
	4 Understand all the requirements of your job. Falls under Job Description.		4					4	3
DE	5 Able to meet deadlines. Displays commitment to work.		4					4	3
	6 Plans and organises work effectively.		4					4	3
	7 Is proactive and displays initiative.		4					4	4

WORK ATTITUDE

8	Has a sense of urgency in acting on work matters until job deliver.		4					4	4
9	Displays a willingness to learn, job knowledge.		4					4	4
10	Have regular opportunities to discuss your work, and action plans.		4					4	3
11	Conforms to organisation's vision, values & ethical conduct at all time.		4					4	3

		5	4	3	2	1	0	Appraiser SCORE	Appraiser Score
TEAMWORK	12		4					4	4
	13		4					4	4
	14		4					4	4
	15		4					4	4
	16		4					4	3
	17	5						5	5
COST CONSCIOUSNESS	18		4					4	5
	19		4					4	5
	20		4					4	5
	21	5						5	5
	22	5						5	5
COMMUNICATION SKILLS	23		4					4	4
	24	5						5	5
	25		4					4	4
	26		4					4	4
	27	5						5	5
	28		4					4	3
	29		4					4	5
PROBLEM SOLVING	30		4					4	4
	31			3				3	2
	32			3				3	3

PROBLE

33	Shows consideration for the feelings of others, delivers criticism tactfully and constructively; respectful.		4					4	5
34	Ability to identify problem and solve them effectively and efficiently.		4					4	5

		5	4	3	2	1	0	Appraisee SCORE	Appraiser Score
PROCESS IMPROVEMENT	35 Seeks to continually improve processes and work methods.			3				3	5
	36 Seeks to achieve results which are in the best interest of the organisation.			3				3	5
	37 have regular opportunities to discuss your work, and action plans with HOD	5						5	5
SAFETY	38 Ensures careful work habits that comply with safety requirements and practices.		4					4	4
	39 Participates in and documents safety duties. Maintains a safe working environment for self and fellow employees.			3				3	3
	40 Organizes the work area to provide a neat (clean) environment.			3				3	3
QUALITY OF WORK	41 Is accurate, thorough and careful with work performed.		4					4	5
	42 Action and behaviours are consistent with words (Walk the Talk).		4					4	5
	43 Is flexible in dealing with people with different work style, without compromising standards.		4					4	3
	44 Overcomes roadblocks/setbacks to deliver results.			3				3	5
QUANTITY OF WORK	45 Is able to handle a reasonable volume of work.		4					4	5
	46 Able to set and manage time effectively, even for adhoc assignments.		4					4	5
	47 Able to accept new things and technology.	5						5	5
	48 Reacts constructively to roadblock / setbacks, view it as an opportunities .			3				3	3
DEPENDABILITY / RESPONSIBILITY	49 Is able to work with limited supervision.	5						5	5
	50 Is trustworthy, responsible and reliable (follow procedures).	5						5	5
	51 Is adaptable and willing to accept new responsibilities.	5						5	5
	52 Provides for continuous service during absences & vacations.		4					4	5
	53 React well to changes and plan accordingly.		4					4	3
CUSTOMER FOCUS (100% Customer Satisfaction)	54 Follows instructions to the satisfaction of superiors.		4					4	5
	55 Aims to develop good relations, built good rapport with internal and external customers, atmost uplifting the commpany's image.		4					4	5
	56 Provides prompt services to customers, and responds to opportunities to help others.	5						5	5
	57 Investigates inquiries, and provides prompt feedback.		4					4	5
	58 Implements, as needed, training programs to guests from outside the department.		4					4	4

		5	4	3	2	1	0	Appraiser SCORE	Appraiser Score
SUPERVISION / MOTIVATION	59 Is a positive role model for other coworkers.			3				3	3
	60 Able to delegate jobs to the right people and provides empowerment.		4					4	4
	61 Work consistently well organized, orderly and accurate			3				3	4
	62 Effectively participate in problem solving within department			3				3	4
	63 Always strive to enhance performance.		4					4	5
	64 Ensure employees/colleagues understand scope of responsibilities, priorities and objectives, has adequate knowledge and strategies.		4					4	5
ATTENDANCE / PUNCTUALITY	65 Has good attendance, MC is not an alternative to take leave.	5						5	5
	66 Leave application abide to the terms & conditions (apply 3-5 days in advance)	5						5	5
	67 Is punctual 8.30 am clock in, late by 8.40 am, self-dicipline and self directed, in time-keeping and attendance.			3				3	3
	68 Abide to working hours stated 8.30 am - 5.30 pm / lunch 1.00pm (only 1 hour rest through out 8 hours)			3				3	3
								272	282

EVALUATION

Total Score	Formula	Score	Ap'see's Score	Ap'ser's Score
		$Total\ Scores \times 100$		
	$No. \text{ of questions} \times \text{maximum score} * 5$		80	82.941176

0-30 =	Unsatisfied	Performance does not meet the minimum requirements of the job
31-44 =	Need Improvement	Performance is inconsistent. Meets requirements of the job occasionally. Supervision and training is required for the most problem areas.
45-59 =	Fair	Performance is satisfactory. Meets requirements of job.
60-75 =	Good	Performance is consistent. Clearly meets essential requirements of job.
76-89 =	Very good	Performance is consistent and exceeds expectations in all situations.
90-100 =	Outstanding	Performance is exceptional and far exceeds expectations. Consistently demonstrates excellent standard in all job requirements.

To Be Used During The Performance Appraisal Interview

Growth and Development

i) What is Appraiser's strength?

Knowledgeable and experience in handling government customers (at this stage NAVY & PUTD). He have already proved himself for Lumut NAVY & Misc Contract (PUTD, RMAF).

ii) List areas which needs improvement

Writing and communication with superior. Adaptibility to change role and function. Work efficiency when in a team.

iii) What specific plans of action, including training, will be taken to help the appraiser in their current job or for possible advancement in the company?

Need to attend soft skills course and to give him focus as Comm. Cont. - Gov. to assist CM to oversight all government contract deliverables.

Achievement

i) Describe the appraiser's areas of additional responsibilities and/or other work-related achievements

Person In Charge Navy TLDM - LYNX & Fenec, he also responsible for the nett profit of RM1.2mil of over & above. Also other achievement as Appendix I.

NIK MOHD FAREEZ BIN AUDDIN
Commercial Manager
Galaxy Aerospace (M) Sdn Bhd (1040262-D)


Development Plan

Recommend developmental activities, which will improve present job performance, enhance potential, and improve skill base. Determine anticipated target dates, time frames, specific courses or seminars, and topic areas.

CM will tasked him to oversight the government contract deliverable as independent checking to CIC/PIC.

Appraisee's Comments

I have read and understood the above Performance Appraisal information

Appraisee's Signature: 

D 29-Sep-21

2nd Appraiser

HUMAN RESOURCE DEPARTMENT'S USE

Medical Leaves for the past years

2018		2019		2020	0	2021	0
------	--	------	--	------	---	------	---

Annual Leaves utilised for the past years

2018		2019		2020		2021	5
------	--	------	--	------	--	------	---

In-Lieu Leaves balances as at

2018		2019		2020	0	2021	0
------	--	------	--	------	---	------	---

Present Salary:

Date of Last Increment:

New Salary:

Effective Date:

Recommendation	%	Pro-rate	Amount	% increase
Annual Increment / Bonus <small>(if applicable)</small>				
Special/Confirmation Increment <small>(Pls.void or delete accordingly)</small>				
Promotion Increment <small>(if applicable)</small>				
Total				
New Salary				

Appraised By	Section/Dept. Head
Approved By	Acknowledged by Personnel Dept.

Assessment Recommendation

- Not fitted at present for further promotion
- Not fitted at present but likely to become fitted within the next two years (Has potential for promotion, but not ready now)
- Fitted for promotion
- Transfer to other types of work
- Extension of probation Extended Period:
- Ready for promotion
- No salary increment
- Termination

Comments:

Signature of Managing Director

Date :

Signature of HRM

Date :

****One copy of this completed form will be kept by the appraiser, one by the appraisee and one in the employee's personnel file.**