

PERFORMANCE REVIEW FORM

REVIEW PERIOD : 14 NOV 22 - 20 OCT 23

<input type="checkbox"/>	Confirmation Review
<input type="checkbox"/>	Contract Renewal Review
<input type="checkbox"/>	Promotion Review
<input type="checkbox"/>	Others

PART A - PERSONAL PARTICULARS

Name : NUR HASNDAH BINOTI HADIM  
 Employee No : \_\_\_\_\_  
 Department : 803 S&D  
 Designation : PROTEGE COORDINATOR  
 Date Join : 14 NOV 23

PART B - RATING

These factors are key areas to determine the suitability of the Employee	Appraisal Points	Rating Points					Assessor's Rating
		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	1	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:

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

PERCENTAGE OF OVERALL RATING POINTS

Overall Rating Points 0 X 100  
 Total Appraisal Points 120

= 0

OVERALL RATING LEVEL (refer below level)

= > 4.1 %

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?

PROTEGE HASNDAH SHOULD SHOW INTEREST TO LEARN IN ORDER TO IMPROVE HER KNOWLEDGE, GOOD PERSONALITY AND DISCIPLINE AND ABLE TO PERFORME GOOD WORKS.

PART C - RECOMMENDATION

Under Probation / Contract

To be confirmed  
 To extend probation for further \_\_\_\_\_ (months)  
 To Extend Contract for \_\_\_\_\_ (months)

To convert permanent employment  
 To terminate employment  
 Others

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

Employee NUR HASNDAH BTE HADIM  
 Signature [Signature]  
 Date 25/10/23

Appraiser 1 [Signature]  
 Signature [Signature]  
 Date 25/10/23

Appraiser 2 (if any)  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

HDD  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**NUR ABIMAN BIN MOHAMMED ROAT**  
**LT KDR TLD/N/403523**  
**JURUTERBANG OPERASI**  
**SKUADRON 803**  
25/10/23