

**PERFORMANCE REVIEW FORM**

REVIEW PERIOD : Oct 2022 - March 2023

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

**PART A - PERSONAL PARTICULARS**

Name : AHMAD AKMAL ALIF BIN ABUOL A212  
Employee No : 8136  
Department : DESIGN / TS  
Designation : DESIGN - SCE  
Date Join : DEC 2019

**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	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:

- 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)

= 88.3

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

YES.

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

LEAD AUDITUR.

**PART C - RECOMMENDATION**

Under Probation / Contract

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

<input type="checkbox"/>	To convert permanent/contract employment
<input type="checkbox"/>	To terminate employment
<input type="checkbox"/>	Others

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

Employee AHMAD AKMAL ALIF  
Signature AHMAD AKMAL ALIF  
Date 23/03/2023

Appraiser 1 Fr Nizmy NAZAR  
Signature [Signature]  
Date 30/3/2023

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

HOD [Signature]  
Signature [Signature]  
Date 30/3/2023