

GALAXY AEROSPACE (M) SDN. BHD.

PERFORMANCE REVIEW FORM

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

Name of Appraisee's : MUZDALIFAH HANANI BINTI ROSLIZAN

Designation : LOGISTIC & PROCUREMENT EXECUTIVE Date Join : 17/7/2023

Employee no.: 8467 Department : PROCUREMENT

*Write number at appropriate column

No	Rating Factor	*Rating			
		Unsatisfactory	Satisfactory	Good	Very Good
		1	2	3	4
1	Attendance & Punctuality			3	
2	Job knowledge			3	
3	Company Procedure			3	
4	Planning & Organizing			3	
5	Interpersonal Relations				4
6	Judgement			3	
7	Communications				4
8	Quality of work				4
9	Initiative/Creativity			3	
10	Managing of Resources			3	
11	Leadership Qualities			3	
12	Safety & Security Awareness				4
Sub Total		0	0	24	16

Total score

83%

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

Recommendation. Please tick (✓) where applicable:

To be Confirmed

Yes

To Extend Probation for Further ____ (months/years)

To Extend Contract for ____ (months/years)

2 YEARS

To Convert Permanent Employment

To Terminate Employment

Others

Appraiser's Signature :



Concurred by
Head of



Name:

Muzdalifah Hanani Binti Roslizan

Name:

MOHD SUMAILI SULAIMAN
Procurement, Warehouse & Logistic Controller
Galaxy Aerospace (M) Sdn Bhd
(1040262-D)

Designation:

Logistics & Procurement Executive

Designation:

Date :

9 July 2024

Date :

9/7/24.