

# GALAXY AEROSPACE (M) SDN. BHD.

## PERFORMANCE REVIEW FORM (OTHER THAN TECHNICIAN/STOREMAN/LAE/MI-S)

Name of Appraisee's : AHMAD HAFIZ BIN MOHD JAMIL

Designation : PROTÉGÉ

Date Join : 7/3/2023

Employee no.: SLIM 241

Department : DTS

**\*Write number at appropriate column**

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

**Total score**

75%

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

**Recommendation. Please tick (√) where applicable:**

To be Confirmed

To Extend Probation for Further \_\_\_\_ (months/years)

To Extend Contract for \_\_\_\_ (months/years)


To Convert Permanent Employment

To Terminate Employment

Others


Staff

Appraiser's Signature:



Concurred by  
Head of



Name: Ir Nizam NAZAR

Name: Ir Nizam NAZAR

Designation: HODO

Designation: HODO

Date : 8-Feb-24

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