

PERFORMANCE REVIEW FORM

REVIEW PERIOD : _____

- Confirmation Review
- Contract Renewal Review
- Promotion Review
- Others

PART A - PERSONAL PARTICULARS

Name : WAN MUHAMMAD HAZIQ BIN WAN ISZHAM
 Employee No : SLIM094
 Department : STORE AND LOGISTICS
 Designation : STORE AND LOGISTICS OFFICER Lumut/NAVY.
 Date Join : 28.6.2021

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	
Total Appraisal Points		120	Overall Rating Points					0

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 98 X 100
 Total Appraisal Points 120

= $\frac{98}{120} \times 100 = 81.6\%$

OVERALL RATING LEVEL (refer below level)

= 4

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

Need to send Training for streamlining warehouse

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

Warehouse procedure & inventory. cost.

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 assessment conducted by my Superior.

Employee WAN MUHAMMAD HAZIQ BIN WAN ISZHAM Appraiser 1

Signature [Signature]
 Date 18.2.2022

Signature [Signature]
 Date 11/05/22

Appraiser 2 (If any)

Signature _____
 Date _____

HOD

Signature [Signature]
 Date 31/05/22