

PERFORMANCE REVIEW FORM

REVIEW PERIOD : 1 YEAR

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

PART A - PERSONAL PARTICULARS
 Name : NAJMI AIMAN BIN ZABIDI
 Employee No : SL1M 198
 Department : ENGINEERING
 Designation : PRODUCTION PLANNER
 Date Join : 03 AUGUST 2023

PART B - RATING These factors are key areas to determine the suitability of the Employee		Appraisal Points	Rating Points					Assessor's Rating
			US	S	G	VG	OS	
1	Safety	10	2	4	8	8	10	6
2	Job Knowledge	10	2	4	8	8	10	6
3	Discipline / Punctuality / Timekeeping	20	4	8	12	18	20	4
4	Quality of Work & Productivity	20	4	8	12	18	20	8
5	Security	10	2	4	8	8	10	6
6	Teamwork & Cooperation	10	2	4	8	8	10	4
7	Attendance	5	1	2	3	4	5	2
8	Communication (Bahasa Malaysia & English)	5	1	2	3	4	5	5
9	Interpersonal Relationship	5	1	2	3	4	5	4
10	Leadership	5	1	2	3	4	5	3
11	Planning and Organising	5	1	2	3	4	5	3
12	Decision Making	5	1	2	3	4	5	3
13	Effort and Initiative	5	1	2	3	4	5	3
14	Sense of Urgency	5	1	2	3	4	5	3
Total Appraisal Points		120	Overall Rating Points					60

- 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 60 x 100
 Total Appraisal Points 120
 = N/A
 OVERALL RATING LEVEL (refer below level)
 = 50%

DESCRIPTION	RANGE	LEVEL
Outstanding (OS)	88% - 100%	5
Very Good (VG)	71% - 85%	4
Good (G)	58% - 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
QUITE SATISFIED HOWEVER HE NEEDS TO IMPROVE MORE ON ATTENDANCE, COMMUNICATION WITH TEAM MEMBER AND MUST GIVE MORE EFFORT IN LEARNING ABOUT CURRENT JOB.
 b. Do you recommend his/her be sent for Training? Scope?
- PRODUCTION PLANNER TRAINING

PART C - RECOMMENDATION

- Under Probation / Contract**
- To be confirmed AS STAFF
 - 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 NAJMI AIMAN B. ZABIDI
 Signature [Signature]
 Date 29/11/2023

Appraiser 2 (if any)
 Signature _____
 Date _____

Appraiser 1 NORKATRINA KAMARUDIN
 Signature [Signature]
 Date 29/11/23

HOD
 Signature [Signature]
 Date 29/11/2023

JASMALIZAM JAMALUDIN
 Engineering Controller
 Galaxy Aerospace (M) Sdn. Bhd.
 (1040262-D)

- SUGGEST TO CONTINUE AS STAFF
 - PROTEGE' MADE PROMISE TO STAY WITH COMPANY AT LEAST 2 YEAR