

**PERFORMANCE REVIEW FORM**

REVIEW PERIOD : Oct 2022 to March 2023

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

**PART A - PERSONAL PARTICULARS**

Name : NUR ADLINA BT. MOHD NAZR  
 Employee No : 817M173  
 Department : DESIGN AND TECHNICAL SERVICE  
 Designation : PROTEGE  
 Date Join : 3RD OCTOBER 2022

**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:**

1. Appraisal Points are in multiples of 5. The highest is 20.
2. Appraisal Points for each Appraisal Factor is determined before the review is conducted.
3. Additional Appraisal Factors may be added to the above.
4. 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)**

= 81.6

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?

AIK WORTHINESS & LEAD AUDITOR  
TAMM

**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 checked="" 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 assesment conducted by my Superior.

Employee NUR ADLINA BT. MOHD NAZR  
 Signature [Signature]  
 Date 16<sup>TH</sup> MARCH 2023

Appraiser 1 Ir NIZAM NAZAR  
 Signature [Signature]  
 Date 30/3/2023

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

HOD  
 Signature [Signature]  
 Date 30/3/2023