

**PERFORMANCE REVIEW FORM**

REVIEW PERIOD : Oct 2022 - 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 : NURUL AIN IZZATI BT ZULKIFLI  
 Employee No : SLIM 174  
 Department : DESIGN & TECHNICAL SERVICES  
 Designation : PROTEGE  
 Date Join : 3 / 10 / 2022

| PART B - RATING  |   | Appraisal Points | Rating Points                |   |    |    |    | Assessor's Rating |
|--|---|------------------|------------------------------|---|----|----|----|-------------------|
| These factors are key areas to determine the suitability of the Employee |   |                  | 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:

- 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 0 X 100  
 Total Appraisal Points 120

= 0

OVERALL RATING LEVEL (refer below level)

= 03.3

| 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?  
AIRWORTHINESS & LEAD AUDITOR  
7AMM

**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 NURUL AIN IZZATI BT ZULKIFLI  
 Signature [Signature]  
 Date 16/3/2023

Appraiser 1 ZI NIZAM NAZIM  
 Signature [Signature]  
 Date 30/3/2023

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

HOD  
 Signature [Signature]  
 Date 30/3/2023