

**PERFORMANCE REVIEW FORM**

REVIEW PERIOD : \_\_\_\_\_

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

**PART A - PERSONAL PARTICULARS**

Name : NUR ASYKIN BINTI RUSLAN  
 Employee No : 8420  
 Department : CAMO  
 Designation : TECHNICAL RECORD  
 Date Join : 1-Dec-22

**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	10
2	Job Knowledge	10	2	4	6	8	10	8
3	Discipline / Punctuality / Timekeeping	20	4	8	12	16	20	20
4	Quality of Work & Productivity	20	4	8	12	16	20	16
5	Security	10	2	4	6	8	10	8
6	Teamwork & Cooperation	10	2	4	6	8	10	10
7	Attendance	5	4	2	3	4	5	5
8	Communication (Bahasa Malaysia & English)	5	1	2	3	4	5	5
9	Interpersonal Relationship	5	1	2	3	4	5	5
10	Leadership	5	1	2	3	4	5	4
11	Planning and Organising	5	1	2	3	4	5	4
12	Decision Making	5	1	2	3	4	5	4
13	Effort and Initiative	5	1	2	3	4	5	5
14	Sense of Urgency	5	1	2	3	4	5	5
<b>Total Appraisal Points</b>		<b>120</b>	<b>Overall Rating Points</b>					<b>109</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 109 X 100  
 Total Appraisal Points 120

= 90.833 %

OVERALL RATING LEVEL (refer below level)

= 5

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  
 Very satisfied.

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

Strongly recommended. The scope of training may include softskill training in order to enhance the overall quality of work produced besides other mandatory or relevant training provided within organisation.

**PART C - RECOMMENDATION**

**Under Probation / Contract**

<input type="checkbox"/>	To be confirmed
<input type="checkbox"/>	To extend probation for further _____ (months)
<input checked="" type="checkbox"/>	To Extend Contract for <u>12</u> (months)

<input 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 ASYKIN BINTI RUSLAN  
 Signature \_\_\_\_\_  
 Date 24 / 11 / 2023

**Appraiser 1** MOHD SHAZALIE BIN RAMLI  
 Signature \_\_\_\_\_  
 Date 24/11/2023

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

**HOD** \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date 29 Nov 2023  
 ZATY NADEJRA BINTI MOHAMMED ZUHARI  
 Continuing Airworthiness Management Manager  
 Galaxy Aerospace (M) Sdn Bhd  
 (1040262-D)

