

PERFORMANCE REVIEW FORM

REVIEW PERIOD : Feb - Aug 2022

	Confirmation Review
	Contract Renewal Review
	Promotion Review
X	Others

PART A - PERSONAL PARTICULARS

Name : MUHAMMAD HUSAINII ZULKIFLY
 Employee No : SL1M116
 Department : DESIGN TECHNICAL SERVICES
 Designation : PROTÉGÉ
 Date Join : 21-Feb-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	10
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	5
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
Total Appraisal Points		120	Overall Rating Points					112

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 112 X 100
 Total Appraisal Points 120

= 93.33

OVERALL RATING LEVEL (refer below level)

= 5

DESCRIPTION	RANGE	LEVEL
<input checked="" type="checkbox"/> 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
 self starter, put extra effort to get the job done , commitment,
 teamwork, proactive

b. Do you recommend his/her be sent for Training? Scope?
 DOA Part 2123,25,27,29,TAM, cabin safety training , weighing , human factor,
 sms, air legislation ,CAD,CAE

PART C - RECOMMENDATION

Under Probation / Contract

	To be confirmed
	To extend probation for further _____ (months)
	To Extend Contract for _____ (months)

X	To convert permanent/contract employment
	To terminate employment
	Others

I'm fully aware and agreed on the assesment conducted by my Superior.

Employee MUHAMMAD HUSAINII ZULKIFLY
 Signature
 Date 19/8/22
Appraiser 2 _____
 (if any)
 Signature _____
 Date _____

Appraiser 1 Ir Nizam NAZAR
 Signature
 Date 19/8/22
HOD Ir Nizam NAZAR
 Signature
 Date 19/8/22