

GALAXY AEROSPACE (M) SDN. BHD.

PERFORMANCE REVIEW FORM

(OTHER THAN TECHNICIAN/STOREMAN/LAE/MI-S)

Name of Appraisee's : DANIAL AIMAN HAKEEM BIN YEE
 Designation : Training Executive Date Join : 16 June 2022
 Employee no.: 8377 Department : Training

*Write number at appropriate column

No	Rating Factor	*Rating			
		Unsatisfactory	Satisfactory	Good	Very Good
		1	2	3	4
1	Attendance & Punctuality		2		
2	Job knowledge			3	
3	Company Procedure			3	
4	Planning & Organizing				4
5	Interpersonal Relations				4
6	Judgement			3	
7	Communications			3	
8	Quality of work				4
9	Initiative/Creativity				4
10	Managing of Resources			3	
11	Leadership Qualities			3	
12	Safety & Security Awareness			3	
Sub Total		0	20	210	160


Total score 81.25%

Note: Minimum score for confirmation/ extension/ conversion shall be 60%

Recommendation. Please tick (√) where applicable:

- To be Confirmed
- To Extend Probation for Further ____ (months/years)
- To Extend Contract for 2 (months/years)
- To Convert Permanent Employment
- To Terminate Employment
- Others

15 June 2024 - end
 CP: 16 - 17 June 24
 NS: 18 June

Appraiser's Signature : 
 Name: DANIAL AIMAN HAKEEM YEE
 Designation: Training Executive
 Date : 30/05/24

Concurred by Head of 
 Name: ADAM ZAFFRAN GEORGE ABDULLAH
 Designation: Training Manager
 Date : 30/05/24