

PERFORMANCE REVIEW FORM

REVIEW PERIOD : 3 month

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

PART A - PERSONAL PARTICULARS
 Name : NUR AFRINA Binti AZHAN KHAN
 Employee No : SLIM177
 Department : LOGISTICS & PROCUREMENT
 Designation : PROCUREMENT
 Date Join : _____

| 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 | |
| Total Appraisal Points | | 120 | Overall Rating Points | | | | | 96 |

- 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

$$\frac{\text{Overall Rating Points}}{\text{Total Appraisal Points}} \times 100 = \frac{96}{120} \times 100 = 80\%$$

OVERALL RATING LEVEL (refer below level)

= 4

| 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

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

In how training?
1- Human factor
2- MBE / Training
3- On the job training
DG, Training

PART C - RECOMMENDATION

Under Probation / Contract

| | | | |
|-------------------------------------|--|--------------------------|---------------------------------|
| <input checked="" type="checkbox"/> | To be confirmed | <input type="checkbox"/> | To convert permanent employment |
| <input type="checkbox"/> | To extend probation for further _____ (months) | <input type="checkbox"/> | To terminate employment |
| <input type="checkbox"/> | To Extend Contract for _____ (months) | <input type="checkbox"/> | Others |

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

Employee NUR AFRINA BINTI AZHAN KHAN
 Signature afk
 Date 5/4/2023

Appraiser 1 MOHD SUMAILI SULAIMAN
 Signature [Signature]
 Date 5/4/23
 Procurement, Warehouse & Logistic Controller
 Galaxy Aerospace (M) Sdn Bhd
 (1040262-D)

Appraiser 2 (if any)
 Signature _____
 Date _____

HOD SYAFRUL YAMANI BIN SAFRUDDIN
 Signature [Signature]
 Date 5/4/23
 Engineering Manager
 Galaxy Aerospace (M) Sdn Bhd (1040262-D)