

PERFORMANCE REVIEW FORM

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

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

PART A - PERSONAL PARTICULARS

Name : FARAH NABILAH MOHO SAHADAN  
 Employee No : SLIM 228  
 Department : QUALITY ASSURANCE  
 Designation : PROTEGE  
 Date Join : 02-MAY-2023

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	
<b>Total Appraisal Points</b>	<b>120</b>	<b>Overall Rating Points</b>					<b>103</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 103 X 100  
 Total Appraisal Points 120

= 86%

OVERALL RATING LEVEL (refer below level)

= 86%

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

She has shown a positive, credible and fast learner employee. Work well with others.

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

Internal audit techniques.

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 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 Far  
 Signature FARAH NABILAH  
 Date 20/11/2023

Appraiser 1  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

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

HOD OMAR BIN AHMAD  
 Quality Assurance Manager  
 Galaxy Aerospace (M) Sdn. Bhd  
 (IP0262-D)  
 Signature [Signature]  
 Date 20/11/2023