

PERFORMANCE REVIEW FORM

REVIEW PERIOD : _____

Confirmation Review

Contract Renewal Review

Promotion Review

Others *TO insert staff*

PART A - PERSONAL PARTICULARS

Name : NUR SYAMIM SYUHADA BINI AMDAN

Employee No : _____

Department : LOGISTIC & PROCUREMENT

Designation : PROTEGE

Date Join : 3/05/2021

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	16
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	4
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	5
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	4
14 Sense of Urgency	5	1	2	3	4	5	5
Total Appraisal Points	120	Overall Rating Points					106

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 106 X 100

Total Appraisal Points 120

= $\frac{106}{120} \times 100 = 88.33\%$

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

YES, she will take pressure task, and handle ADG.

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

*Procurement Training
Logistic Training*

PART C - RECOMMENDATION

Under Probation / Contract

To be confirmed

To extend probation for further _____ (months)

To Extend Contract for _____ (months)

staff employment.

To convert permanent employment

To terminate employment

Others

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

Employee NUR SYAMIM SYUHADA BINI AMDAN Appraiser 1

Signature _____
Date 7/12/2021

Signature _____
Date 7/12/2021

Appraiser 2 _____

(if any)
Signature _____
Date _____

HOD _____

Signature _____
Date _____

Mohd Fauzil Sulaiman
SMAIL BIN SULAIMAN
CHIEF OPERATION OFFICER
GALAXY AEROSPACE (M) SDN BHD
(1040262-D)