

PERFORMANCE REVIEW FORM

REVIEW PERIOD : _____

- Confirmation Review
- Contract Renewal Review
- Promotion Review
- Others

PART A - PERSONAL PARTICULARS

Name : NUR AFIQAH BINTI MOHD ISA
 Employee No : _____
 Department : WAREHOUSE
 Designation : RECEIVING & PI
 Date Join : 01-JAN-2022

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	8
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	5
11	Planning and Organising	5	1	2	3	4	5	5
12	Decision Making	5	1	2	3	4	5	5
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					110

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 110
 Total Appraisal Points 120 X 100

= 91.67%

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

Recommended to add staff warehouse.

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

MICROSOFT EXCEL.

PART C - RECOMMENDATION

Under Probation / Contract

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

- To convert permanent employment
- To terminate employment
- Others

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

Employee NUR AFIQAH BINTI MOHD ISA

Signature [Signature]
 Date 23/11/2021

Appraiser 1

Signature [Signature]
 Date 23/11/2021

Appraiser 2 (if any)

Signature _____
 Date _____

HOD

Signature [Signature]
 Date _____
SMAIL DARSULAIMAN
 CHIEF OPERATION OFFICER
 GALAXY AEROSPACE (M) SDN BHD
 (1040362-D)

GALAXY AEROSPACE (M) SDN. BHD.

AMO Office: Lot 11-14, MRO Centre, Malaysia International Aerospace Centre, Sultan Abdul Aziz Shah Airport, 47200 Subang, Selangor Darul Ehsan, Malaysia
 Management Office: No. A-01-02, Blok A, Bangunan Perdagangan Siera Ara Damansara, Jalan PJU 1A/5A, Ara Damansara, 47301 Petaling Jaya, Selangor Darul Ehsan, Malaysia

Hangar Address: Hangar 2, UluKL-MIAT, Persiaran A, Off Jalan Lapangan Terbang Subang, 47200 Subang, Selangor Darul Ehsan, Malaysia
 Tel: +603 7455 0555 Fax: +603 7734 7526
 www.galaxy.aerospace.my