

PERFORMANCE REVIEW FORM

REVIEW PERIOD : NEW STAFF (REPLACEMENT)

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

PART A - PERSONAL PARTICULARS

Name : NUR HUSNINA MUHAMAD ZURAIDI
 Employee No : PROTEGE
 Department : CAMO
 Designation : PROTEGE - CAMO TECH RECORD
 Date Join : APRIL 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	20
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	4
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	4
14 Sense of Urgency	5	1	2	3	4	5	4
Total Appraisal Points	120	Overall Rating Points					

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 113 X 100
 Total Appraisal Points 120

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OVERALL RATING LEVEL (refer below level)

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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
SATISFIED.

b. Do you recommend his/her be sent for Training? Scope?
YES RECOMMENDED TO SEND FOR GEN FAM.

PART C - RECOMMENDATION

Under Probation / Contract

<input 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 HUSNINA BINTI MUHAMAD ZURAIDI

Appraiser 1 NOR SHAHEERA IDAYU BINTI MUSTAFA

Signature [Signature]
 Date 2/2/23

Signature [Signature]
 Date 2/2/2023

Appraiser 2 (if any)
 Signature _____
 Date _____

HOD
 Signature _____
 Date _____

ZATY NADKIRA BINTI MOHAMMED ZUHARI
 Continuing Airworthiness Management Manager
 Galaxy Aerospace (M) Sdn Bhd
 (1040267-D)
 02/02/2023