

PERFORMANCE REVIEW FORM

REVIEW PERIOD : 18 JUL 2022 - 12 JUN 2023

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

PART A - PERSONAL PARTICULARS

Name : DEANNA IZZATY BINTI AHMAD SHOUFIK
 Employee No : 8381
 Department : CAMO
 Designation : TECHNICAL PUBLICATION
 Date Join : 18 JUL 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	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	8
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	4
11	Planning and Organising	5	1	2	3	4	5	4
12	Decision Making	5	1	2	3	4	5	3
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					101

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 101 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

YES, SHE ABLE TO PERFORM HER TASK EFFICIENTLY AND SATISFACTORILY. SHE HAS BEEN GUIDING OTHER PROTEGES UNTIL THEY ARE ABLE TO WORK UNDER MINIMAL SUPERVISION.

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

ALL RELATED PUBLICATION & TECHNICAL TRAINING HAD BEEN ATTENDED BY HER. RECOMMEND TO SEND FOR RECORD TRAINING IN FUTURE FOR PROMOTION.

PART C - RECOMMENDATION

Under Probation / Contract

<input type="checkbox"/>	To be confirmed
<input type="checkbox"/>	To extend probation for further _____ (months)
<input checked="" type="checkbox"/>	To Extend Contract for <u>24</u> (months)

<input 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 DEANNA IZZATY BINTI AHMAD SHOUFIK
 Signature
 Date 12 JUNE 2023

Appraiser 1
 Signature
 Date 12 JUNE 2023
ZATY NADHIRA BINTI MOHAMED ZUHARI
 Continuing Airworthiness Management Manager
 Galaxy Aerospace (M) Sdn Bhd
 (1040262-D)

Appraiser 2
 (if any)
 Signature _____
 Date _____

HOD
 Signature
 Date 12 JUNE 2023
ZATY NADHIRA BINTI MOHAMED ZUHARI
 Continuing Airworthiness Management Manager
 Galaxy Aerospace (M) Sdn Bhd
 (1040262-D)