

PERFORMANCE REVIEW FORM

REVIEW PERIOD : 22/05/23 - 02/08/23

<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 : NURSANIA SABIRA BINTI SHARIZAL
 Employee No : SL1M170
 Department : TRAINING
 Designation : PROTEGE
 Date Join : 20/9/2022

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	6
3	Discipline / Punctuality / Timekeeping	20	4	8	12	16	20	16
4	Quality of Work & Productivity	20	4	8	12	16	20	12
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	3
8	Communication (Bahasa Malaysia & English)	5	1	2	3	4	5	4
9	Interpersonal Relationship	5	1	2	3	4	5	3
10	Leadership	5	1	2	3	4	5	3
11	Planning and Organising	5	1	2	3	4	5	3
12	Decision Making	5	1	2	3	4	5	3
13	Effort and Initiative	5	1	2	3	4	5	3
14	Sense of Urgency	5	1	2	3	4	5	3
Total Appraisal Points		120	Overall Rating Points					89

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 0 X 100
 Total Appraisal Points 120

= 0

OVERALL RATING LEVEL (refer below level)

= 4

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. OVERALL PERFORMANCE GOOD HOWEVER NEED TO IMPROVE IN SEVERAL AREAS. COMMITTED AND DEDICATED. SUITABLE FOR TRAINING EXECUTIVE POSITION.

b. Do you recommend his/her be sent for Training? Scope?
YES. NECESSARY TRAINING FOR TRAINING EXECUTIVE FOR PART 147 ENVIRONMENT.

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 checked="" type="checkbox"/>	Others (TO BE ABSORBED AS CONTRACT STAFF)

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

Employee NURSANIA SABIRA BINTI SHARIZAL
 Signature [Signature]
 Date 4/8/2023

Appraiser 1 ADAM ZAFFAN GEORGE ABDULLAH
 Signature [Signature]
 Date 04/08/2023

Appraiser 2 (if any)
 Signature _____
 Date _____

HOD ADAM ZAFFAN GEORGE ABDULLAH
 Signature [Signature]
 Date 04/08/2023