

PERFORMANCE REVIEW FORM

REVIEW PERIOD : 16/10/2023

PART A - PERSONAL PARTICULARS

Confirmation Review

Contract Renewal Review

Promotion Review

Others - *re-evaluate from proteje*

Name : Nur Shahida Binti Mat Ishah

Employee No : SLM186

Department : Commercial

Designation : Proteje

Date Join : 14/11/2022

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 16 16 10 4 4 3 3 3 3 3 3 3
2 Job Knowledge	10	2	4	6	8	10	
3 Discipline / Punctuality / Timekeeping	20	4	8	12	16	20	
4 Quality of Work & Productivity	20	4	8	12	16	20	
5 Security	10	2	4	6	8	10	
6 Teamwork & Cooperation	10	2	4	6	8	10	
7 Attendance	5	4	2	3	4	5	
8 Communication (Bahasa Malaysia & English)	5	1	2	3	4	5	
9 Interpersonal Relationship	5	1	2	3	4	5	
10 Leadership	5	1	2	3	4	5	
11 Planning and Organising	5	1	2	3	4	5	
12 Decision Making	5	1	2	3	4	5	
13 Effort and Initiative	5	1	2	3	4	5	
14 Sense of Urgency	5	1	2	3	4	5	
Total Appraisal Points	120	Overall Rating Points					96/3

MC medical condition

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 96 X 100

Total Appraisal Points 120

= 80%

OVERALL RATING LEVEL (refer below level)

= VG

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

To be supported to her level

provement

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

Additional knowledge

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 Shahida Binti Mat Ishah

Appraiser 1

Signature [Signature]

Date 16/10/2023

Signature [Signature]

Date _____

Appraiser 2 (if any)

HOD NIK MOHD FAREEZ BIN AUDDIN
Commercial Manager
Galaxy Aerospace (M) Sdn Bhd (1040262-D)

Signature _____

Date _____

Signature _____

Date _____