

PERFORMANCE REVIEW FORM

REVIEW PERIOD : _____

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

PART A - PERSONAL PARTICULARS

Name : Sumant Subramaniam
 Employee No : 8341
 Department : Engineering
 Designation : Licensed Aircraft Engineer
 Date Join : 1-Nov-21

	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	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	3	
11 Planning and Organising	5	1	2	3	4	5	3	
12 Decision Making	5	1	2	3	4	5	4	
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					98	98

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.**

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 _____

No _____

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

No _____

Yes _____

OVERALL RATING POINTS

Overall Rating Points 98 X 100

Total Appraisal Points 120

= 81.667

= 4

OVERALL RATING LEVEL (refer below level)

PART C - RECOMMENDATION

Under Probation / Contract

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

Employee

Signature _____

Date 25/7/23

SUMANT SUBRAMANIAM

Appraiser 1

MOHAMAD RAZIF BIN ROSLAN

Appraiser 2
(if any)

Signature _____

Date _____

HOD

Signature _____

Date 25/7/2023