

PERFORMANCE APPRAISAL & DEVELOPMENT PLAN (NON-EXECUTIVE)

Employee's Name	Shied Bin Eves
Designation	SA II
Division	stickline
Location	LABUAN

Date of Joined	
Date of Review	
Appraisal Period	Q1-Q3 2023
Assessor's Name	ALLEYSON AKIN

PERFORMANCE EXPECTATIONS

This section allows the employee and the Supervisor/Manager to create an agreement that;

- Establishes performance objectives that will enable the employee to create value for the company
- Aligns employee performance with functional goals and local business plans
- Identifies action steps and support needed to assist in achieving objectives
- Establishes solid measurements to show objective achievement
- Aligns objectives with the Performance improvement initiative, Health, Safety and Environment and Service Quality

INSTRUCTIONS FOR COMPLETING THIS APPRAISAL FORM

- This appraisal form is applicable for Non-Executive level
- This appraisal is to assess the employee's performance and their career development
- For each questions, mark the rating which most closely describes the employee's

RATING

- | | |
|--|--------------------------|
| A Outstanding Excellent | Far Exceeds Expectations |
| B Well above normal expectancy very good | Exceeds Expectations |
| C Normal Expectancy | Meet Expectations |
| D Development needs insufficient results | Below Expectations |
| E Significant development needs | Far Below Expectations |

1. ACHIEVEMENT

- Achieves optimal levels of personal performance and accomplishment
- Achieves bottom-line results
- Accomplishes more with fewer people

B
B
C

2. ANALYTICAL SKILLS

- Demonstrates a strong power of analytical reasoning
- Demonstrates a strong ability to analyze problems
- Is very methodical in solving problems
- Excels in analyzing and adjusting work procedures for maximum efficiency
- Thoroughly analyzes conditions and reaches independent decisions

C
C
B
C
C

3. APPEARANCE

- Recognizes the importance of appearance
- Makes positive first impression
- Displays the type of grooming which is neat, attractive and appropriate

C
B
C

4. COMMUNICATIVE SKILLS

- Communicates clearly and concisely
- Excels in communicating with individuals and small groups
- Uses proper oral and written language

C
C
C

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5. COMPETENCY

- a. Demonstrates competence performance
- b. Demonstrates a high level of expertise
- c. Uses abilities to the fullest
- d. Effectively blends management skill with technical expertise
- e. Excels in operational skills

C
C
C
B
C

6. CREATIVITY

- a. Seeks new ideas and approaches
- b. Excels in creative thinking and problem solving
- c. Explores with paths, procedures and approaches
- d. Initiates good conceptual ideals with practical applications

C
C
C
C

7. DEVELOPMENT

- a. Initiates and establishes personal growth and career path
- b. Display and ability to turn weakness into strength
- c. Coaches toward achievement
- d. Ability to reach new levels of skills, knowledge and attitudes
- e. Reinforces positive behavior
- f. Profits from experience
- g. Develops creative potential

C
C
C
C
C
B
C

8. IMPROVEMENT

- a. Constantly strives to strengthen and refine professional effectiveness
- b. Moves constructively towards improving performance
- c. Displays a willingness to discuss weakness and make improvement
- d. Often makes valuable suggestions for improvement
- e. Demonstrates a strong effort to improve
- f. Seeks opportunities for self-improvement
- g. Shows steady progress

C
C
C
C
C
B
C

9. INITIATIVE

- a. Is judicious in carrying out assignment without direction
- b. Is a solution seeker
- c. Makes practical suggestions
- d. Has the quality of knowing what has to be done
- e. Requires minimum supervision

C
C
C
C
C

10. KNOWLEDGE

- a. Displays strong knowledge of responsibilities
- b. Understands needs and requirement
- c. Is very knowledgeable over a wide range of job responsibilities
- d. Share knowledge for a benefit of other employees
- e. Displays a broad application of knowledge

C
C
C
C
C

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11. LEARNING ABILITY

- a. Show eagerness and capacity to learn
- b. Displays an exceptional ability to learn new methods
- c. Responds quickly to new instructions, situations, methods and procedures

C
C
C

12. MOTIVATION

- a. Displays a strong personal commitment
- b. Displays positive responses to negative situations
- c. Maintains self-motivation
- d. Maximizes the opportunities within every situation
- e. Displays a spirit of determination

B
C
C
C
C

13. PERSONAL QUALITIES

- a. Displays natural charm and charisma
- b. Displays positive responses to negative situations
- c. Displays positive, friendly and relaxed attitudes
- d. Displays a harmonious and cooperative spirit
- e. Displays energizing optimism

C
C
C
C
C

14. POTENTIAL

- a. Displays natural charm and charisma
- b. Possesses a strong capacity to make a greater contribution to the organization
- c. Is a highly potential employee
- d. Is strongly qualified for advancement

C
B
B
C

15. PROBLEM SOLVING

- a. Demonstrates a strong ability to identify, analyzes and solves problems
- b. Excels in developing innovative and creative solution
- c. Work well with others in solving problems
- d. Turns problems into opportunities
- e. Translates problems into practical solutions

C
C
C
C
C

16. QUALITY

- a. Demonstrates accuracy, thoroughness and orderliness in performing work assignment
- b. Is extremely neat
- c. Provides total quality assurance
- d. Shows professional concern for quality work
- e. Quality of work is consistently high

C
C
C
C
C

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17. RELATIONSHIP WITH OTHERS

- a. Promotes relationship of trust and respect
- b. Develop relationships based on dependability and honesty
- c. Understand and knows how to get along with co-worker
- d. Builds positive relationships with Superiors
- e. Excels in effective human relations

C
C
C
C
C

18. RESPONSIBILITY

- a. Is willing to accept ultimate responsibility
- b. Accepts new jobs assignment willingly
- c. Views new assignment as an opportunity for growth

C
C
C

19. THE MANAGEMENT

- a. Distinguishes between low and high priority activities
- b. Uses systematic methods to accomplish more in less time
- c. Achieves maximum time effectiveness

C
C
C

A. OVERALL SCORE

Rating Legend :

- | | | | | |
|------|---|---|---------------|-------------------------------------|
| * A) | Distinguished
(Far Exceeds Expectations) | : | 80% and above | <input type="checkbox"/> |
| * B) | Commendable
(Exceeds Expectations) | : | 65% - 79% | <input type="checkbox"/> |
| * C) | Competence
(Meet Expectations) | : | 50% - 64% | <input checked="" type="checkbox"/> |
| * D) | Marginal
(Below Expectations) | : | 36% - 49% | <input type="checkbox"/> |
| * E) | Poor
(Far Below Expectations) | : | 35% and below | <input type="checkbox"/> |

RECOMMENDATION BY SUPERVISOR

Others :

<input type="checkbox"/> Probation	<input type="checkbox"/> Confirmation
<input type="checkbox"/> Upgrading	<input type="checkbox"/> Extend : _____ (please specify)
<input checked="" type="checkbox"/> Promotion	<input type="checkbox"/> Termination of Probation
<input type="checkbox"/> Annual Appraisal/Increment/Bonus for the Year _____	<input type="checkbox"/> Salary Adjustment
Others _____ (Please Specify)	<input type="checkbox"/> No Salary Adjustment
	<input type="checkbox"/> Re-designation _____ please specify)
	<input checked="" type="checkbox"/> Salary Adjustment
	<input checked="" type="checkbox"/> Re-designation <u>SA III</u> please specify)

Superior's Comments and Signature

Comments :

1. Saied to be promoted to SA III upon completion of CMS

Superior's Name : ALLEYSON AKIN
Designation : FSM

Alleyson (Signature)

Date : 6.12.23

Subordinate's Signature

Comments :

I have been presented with more opportunity to improve my career

Superior's Name : Saied Eves
Designation : SA 2

Saied Eves (Signature)

Date : 6.12.23

HOD's Signature

Comments :

Recommended to promote 1Q 2024

Superior's Name :
Designation :

[Signature] [Signature]
(Signature)

Date : 26/12/23

26th Dec 2023

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COMPETENCY AND SKILLS ANALYSIS ASSESSMENT

Please list specific training needs that reflects the core skills and competencies that would most improve his/her performance on the current job.

Please tick in appropriate box. 1 being least urgent and 5 being most urgent.

No	Type of Training	URGENCY				
		5	4	3	2	1
1.	Advance equipment troubleshooting			✓		
2.	IWCF L2					✓
3.						

FOR USE BY HUMAN RESOURCE DIVISION

Disciplinary Actions

	Yes	No	
1. Verbal	<input type="checkbox"/>	<input type="checkbox"/>	1. Verbal: How many times?
2. Warning Letter	<input type="checkbox"/>	<input type="checkbox"/>	2. Warning Letter: How many times?
3. Show Cause Letter	<input type="checkbox"/>	<input type="checkbox"/>	3. Show Cause Letter: How many times?
4. Domestic Inquiry and punishment	<input type="checkbox"/>	<input type="checkbox"/>	4. Punishment: What type of punishment? _____ (please specify)
Increment	: _____ % Percent		
Current Basic Salary	: RM _____		
Allowances (if applicable)	: RM _____		
New Salary (if applicable)	: RM _____		
Date Form Received	: _____		
	_____ (Signature)		
	Name :		
	Date :		

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RATING LEGEND

A	B	C	D	E
Outstanding Excellent	Well above normal expectancy very Good	Normal Expectancy	Development needed insufficient results	Significant development needed
Exceptional results in the current job	Exceeded objectives in some significant areas	Has generally achieved main objectives	Has not achieved the overall required results	Obvious failure in results
Understanding of work well beyond assigned area. Recognized as an expert, experienced knowledgeable	Job done thoroughly and completely	Full, complete, satisfactory job	Needs to acquire more know-how effort and commitment	Doesn't seem to have the drive or know-how to do the job
Needs little or no supervision	Requires only occasional supervision	Requires normal supervision	Needs close guidance-step by step planning	Seems to make repeated mistakes
Shows unusual initiative, self-starter	Does own planning, anticipates problems	Makes follow-up, completes work and projects on planned schedules	Needs to be pushed and followed up	Employee probably recognizes that the job is not getting done
Always takes the best approach to get things done	Good grasp of the "big picture"	Capable of carrying out all the requirements of the job	Seems to have the capability to make the necessary development	Does not have the background to grasp the work
			Needs to improve rapidly the level of performance to a "C" (normal expectancy)	Signal for a move, to a lower level job, or out of the organization

