



**ASSESSMENT FORM**

Confirmation   
  Contract Renewal   
  Conversion   
  Salary Adjustment   
  Promotions

EVALUATION FACTORS : Rate Employee's job performance on each of the following factors according to the definitions given.

NO.	Evaluation Factors	Score (1-5)	Rating based on discussion with Supervisor/ Manager/ Lead				
			Rating 5	Rating 4	Rating 3	Rating 2	Rating 1
1	Attendance	5	No late for work or absence record, willing to take urgent duty at short notice	No late for work or absence record during the appraisal period	Less than 3 times of late for work or absence record during the appraisal period	3 times of late for work or absence record during the appraisal period	More than 3 times of late for work or absence record during the appraisal period
2	Dependability -Being where he/she should be doing what he/she is supposed to do.	4	Extend to which employee can be counted on to carry out instructions, be on the job and fulfil responsibilities	Exceed normal job requirements. Need little supervision	Can be relied on to fulfil normal job demand	Not fully dependable needs frequent supervision	Too unreliable to retain in job without improvement/s
3	Work Product - The quality and quantity of work produced by the employee.	4	Has less than a 1% error rate on work product. Accuracy is excellent. Quantity of work produced is outstanding.	Usually accurate, thorough and effective in all aspects of the job. Consistently produce High volume of work	Accuracy thoroughness & effectiveness is adequate. Meets the basic standard & generally produce an acceptable amount of work in reasonable time	Accuracy thoroughness & effectiveness is partially meeting, works needs improvement. Output is only marginal. Requires close supervision to maintain satisfactory output	Work often incomplete and containing too many errors. Should not retain in present job without improvement. Output inadequate.
4	Communication - Giving and receiving information.	3	Always asks questions and seeks guidance when not sure of what to do. Demonstrates excellent oral and written communication skills.	Co-workers feel comfortable coming to this employee with questions and comments. Comes to supervisor/department head with any questions that employee does not know off-hand	Takes messages, writes correspondence, deals with customers and co-workers with sufficient attention to detail. Reports are accurate and well written using proper grammar and punctuation.	The supervisor/department head has received a few complaints about contradictory or bad information being given out by the employee. Phone messages are often unclear or incomplete.	Reports, forms, memos and correspondence are often completed late or not at all. Uses a condescending tone when talking to others in the office
5	Knowledge of job	4	Expert on the job, thoroughly familiar with all expects. Exceptional performance. Rarely achieved by others	Well-rounded Job knowledge. Performance exceeds the normal requirements.	Fulfil the normal requirements but work is not always satisfactory	Meets the minimum performance requirements but work is not always satisfactory	Failed to meet even the minimum requirements of the position
6	Daily Decision Making/ Problem Solving - Thinking on the job.	4	Always offers ideas to solve problems based on good information and sound judgment. Conducts research or seeks counsel of experts to gather information needed in making actual decisions.	Can zero in on the cause of problems and offer creative solutions. Displays strong analytical skills.	Often offers workable solutions to problems. Uses good judgment in solving problems and working with others.	Needs to develop analytical skills necessary to weigh options and choose the best way to deal with situations. Spends too much time focusing on less important aspects of daily job.	Frequently comes to the wrong conclusions and assumes things. Did not make sure that all subordinates were productive at all times, which is a daily requirement of this job.
7	Job Attitude	4	Level of interest, initiative and enthusiasm shown in work	Extraordinary degree of enthusiasm, interest and initiative. Always looking for a	Favourable or acceptable attitude	Attitude barely acceptable. Need improvements	Attitude poor to retain in job without improvement.
8	Cooperation's	5	Always cordial and willing to help co-workers, students, and clients. Enthusiastic, energetic and displays positive behaviour.	Demonstrates "team player" behaviour views individual success as imperative to group success. Direct, straightforward, honest and polite.	Is usually able to answer customer questions. Maintains good working relationships with co-workers.	Displays occasional negativity when working with others. Rarely offers to assist others in the office.	Projects an attitude of superiority that turns off other employees. Not cooperative and frequently criticizes others. Displays excessive negativity when working with others
9	Effectiveness in working With People - Extent to which an employee cooperates with and effectively influences people in work relationships.	4	Obtain highest respect and cooperation from others	Consistently cooperative, helpful and friendly to others	Maintains effective in working relations with others	Does not always get along well with others. Not always cooperative.	Relations too ineffective to be retained in job without improvement.
10	Judgement - Degree of analytical thinking to arrive at logical decisions with confidence on a timely basis; thoroughness in assembling necessary data and facts for forming basis of decisions and acting upon the decisions.	4	Exercise good judgement in making decisions	Can be relied upon to take sensible action	Has reasonable judgement and common-sense qualities	Occasionally makes poor judgements. Needs some supervision.	Lacks common sense and makes poor judgements. Need strict supervision
11	Leadership Skills	3	Able to establish clear, well define objective for quality improvement and communicate to inspire and motivate others, also willing to work alongside other worker to improve the organization/ team	Was a positive force in looking ahead and supporting other team members to achieve it goals	Show initiative in helping the team problems and achieve it goals	Supportive but display little initiative in moving the team towards it goals	Passive in respect to goal setting initiating task and resolving problems
<b>TOTAL SCORE</b>		<b>44</b>					

*Meyson*

*[Signature]*

**ASSESSMENT APPROVAL**




**Scoring Details**

Ranking 1	<b>Unsatisfactory/ Poor ( Score 1- 11 )</b> Performance was consistently below expectations in most essential areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. A plan to correct performance, including timelines, must be outlined and monitored to measure progress. Represented staff should use the current forms approved by their respective bargaining units.
Ranking 2	<b>Improvement needed (Score 12 - 22 )</b> Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical goals were not met. A professional development plan to improve performance must be attached, including timelines, and monitored to measure progress.
Ranking 3	<b>Meets expectations (Score 23 - 33 )</b> Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. The most critical annual goals were met.
Ranking 4	<b>Exceeds expectations (Score 34 - 44 )</b> Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent. Annual goals were met.
Ranking 5	<b>Exceptional ( Score 45 - 55 )</b> Performance far exceeded expectations due to exceptionally high quality of work performed in all essential areas of responsibility, resulting in an overall quality of work that was superior; and either 1) included the completion of a major goal or project, or 2) made an exceptional or unique contribution in support of unit, department, or Company objectives. This rating is achievable by any employee though given infrequently.

Comments/ Remarks from Supervisor/ Manager if any)

Chris is very discipline and hardworking person. He has been committed on training program since he is TSA and has shown his capabilities valuable member to his team. He has no problem to complete his T and D in such a short notice. He poses good working attitude and his soft skill is excellent. He can be valuable to the company in future

**APPROVAL**

REQUESTED BY	RECOMMENDED BY :	VERIFIED BY :	APPROVED BY :
			
Name : Alleyson Akin	Name : Gazali Mehry	Name : Afiq Ammar	Name : <b>DATO AZIZ AYOB</b>
Date :13/9/22	Date : 03/10/23	Date : 3rd Oct 2023	Date :

**For Group Human Resource \* Office Use Only**

1) Date Received : \_\_\_\_\_ 2) Received By : \_\_\_\_\_

Remarks : \_\_\_\_\_

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**STRICTLY PRIVATE & CONFIDENTIAL**

**JUSTIFICATION FOR PROMOTION / SALARY ADJUSTMENT**

<b>PMS RATING</b>	(i) 2016		(ii) 2017		(iii) 2018	
<b>CURRENT SALARY</b>			<b>PROPOSED SALARY</b>	<i>Refer to HR</i>		
<b>PROPOSED POSITION</b>	<b>SSA I</b>		<b>PROPOSED GRADE</b>			

**SUMMARY OF PRESENT DUTIES**

1. Perform report duty once complete days off/ AL
2. Immediately update to supervisor on any unattended
3. Participate in training conducted by SLS team/ HR for enhance skill & knowledge
4. Complete workbook & perform assessment before submit to HR
5. To follow on offshore crew plan
6. Using updated SLS checklist & offshore form & submit to office
7. To attend pre-mob briefing session with Field Service Manager at least one day prior to going offshore. (to include perform Blood pressure test & PPE screening with HSE
8. To ensure valid PTW and JSA before job has been execute.
9. Accurately record well pressures/data.
10. Assisting wireline operator to rig up wireline lubricator, stuffing box and BOP's for wireline activity
11. Assisting wireline operator to accurately prepare and make up wireline tool string for wireline activity
12. Assisting Wireline Operator to maintain:
  - ☒Functionality and integrity of wireline unit and power packs
  - ☒Functionality and integrity of sub-surface control equipment and accessories
  - ☒Functionality of wireline tools, integrity of tools connections
13. Maintain a tool inventory and spare parts availability.☒
14. Inspect the quality of wire to be used for wireline activity
15. Inspect wireline tools/accessories and carry out function test at surface to ensure they are functioning
16. Perfectly and used of correct size/type tools for the job to be done
17. Take accurate inventory of wireline tools, spare, consumables, hand tools and other accessories within the packages every trip/assignment
18. To conduct onsite equipment routine maintenance to ensure equipment reliability and efficiency
19. Check validity of equipment certification conformance such as MPI's, Sling expiry date, Hydrotest and etc.
20. Mobilize wireline units from platform to platform and from platform to base in a safe and correct manner.
21. Service wireline tools to ensure wireline equipment and tools are in good working condition at all times
22. Mandatory attendance to Briefing and De-briefing with Field Service Manager prior to going out to worksite and upon returning to base from worksite
23. Provide input in improving operational efficiency and safety
24. Provide conscientious effort towards cost containment.
25. Prepare Offshore Material Request to replenish consumable and spare part stock
- Communicate and accurately report any operational difficulties or problem encountered to FSM / OE.
26. Assist in any discussion relate to problem investigation at field offshore and do follow up on forward action or findings from problem investigation
27. Communicate with the team with regards to equipment or system performance and status of load-out or back-load.
28. Liaise and entertain client needs and requirement and communicate with the management on any urgent request or deadlines
29. To monitor and update town on asset movement at offshore
30. Involve on base preparation for package
31. To be on standby while on offshore day off for possible requirement to perform equipment maintenance or other activity at warehouse.
32. Ad-hoc special projects as required by the management
33. Checking on equipment / package before mobilize to offshore
34. QAQC the equipment prior to load-out or back-load. QAQC should be done as according to approved checklist
35. Comply correct PPE during base preparation & offshore work
36. Submit daily UCLIX during at offshore or min 3 ea per month for base preparation

**JUSTIFICATION FOR PROPOSAL**

1. Completed all training program and evaluation

- 2. Received good recommendation from operator
- 3. Posses good attitude and willing to learn to improve himself

*Meyson*

*Chinnanda*

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