

Title	Appraisal review					
Target Population	Field Engineers, Field Specialists & Equipment Operators					
This requirement is applicable to:	✓	JFE	✓	FST	✓	EOT
	✓	FE1	✓	FS1	✓	EO1
	✓	FE2	✓	FS2	✓	EO2
			✓	FS3	✓	EO3
					✓	GEO

Objective:

The objective of this task is to review the overall performance of the employee after the successful completion of all requirements before his breakout.

Tasks:

The employee is to meet his Mentor and the FSM to schedule an appraisal session after completing all requirements. The assessors will:

- Review all completed tasks
- Evaluate the employee’s skills and knowledge in executing the job safely and successfully.
- Assess the employee’s understanding on CTS operation
- Determine the strengths and weaknesses of the candidate and discuss actions plan for improvement.
- Discuss the employee’s future plan and what he needs to do.
- FSM to complete the evaluation / appraisal form after the session.

The session will determine if the employee is fully ready for a promotion. The assessors are fully accountable for the decision made.

Please provide evidence of the above activities

Mentor / Assessor and FSM to review Employee’s CMS to verify completion of the promotion requirements prior to the Appraisal Review

REQUIRED EVIDENCE:

- 1 Promotion Booklet



APPRAISAL OUTCOME [to be completed by FSM – please (✓) at the relevant column]

Employee fully satisfied all requirements for promotion with complete evidences <i>(Please provide HR-FORM-19 Employee Change Request Form)</i>	✓
Improvement Needed - Employee requires more exposure	

OVERALL SCORE	STRONG			ADEQUATE			IMPROVEMENT NEEDED		
	10	9	8	7	6	5	4	3	2

MENTOR / ASSESSOR's Comments & Recommendation:

Objective met Task completed

Signature	<i>[Signature]</i>	Assessment Date	<i>15/10/24</i>
Name	<i>SUNG YEE HAN</i>	Position	<i>TA</i>

FSM / OM Comments & Recommendation:

Task completed

Signature	<i>[Signature]</i>	Assessment Date	<i>15/10/24</i>
Name	<i>FADHWAN AZIZAN</i>	Position	<i>BA</i>