

## EMPLOYEE CHANGE FORM (ECF)

**A) CURRENT EMPLOYMENT DETAILS** (to be completed by requesting supervisor/ manager)

a) Company : Dimension Bid \_\_\_\_\_ b) Business Division SLICKLINE \_\_\_\_\_ c) Department OPERATION \_\_\_\_\_  
 d) Employee Name : Muhd Hasnawi Bin Sudarso \_\_\_\_\_ e) Emp. ID : \_\_\_\_\_  
 f) Current Position : TRAINEE SLICKLINE ASSISTANT \_\_\_\_\_ f) Current Term of employment  Permanent  Contract  
 Others \* Pls specify \_\_\_\_\_

**B) TYPE OF CHANGE/S TO REQUEST**

- 1) **CONFIRMATION**
  - Normal Confirmation
  - Early Confirmation
  - Extension of Probationary Period
  - To be put under Personal Improvement Plan (P.I.P)
- 2) **TRANSFER/ LATERAL MOVE**
  - Company Transfer
  - Business Division Transfer
  - Internal Transfer \_\_\_\_\_
- 3) **CONTRACT CONVERSION**
  - Contract to Permanent (Direct Hire)
  - Temporary to Contract (Direct Hire)
  - Others \* Pls specify \_\_\_\_\_
- 4) **CONTRACT RENEWAL**
  - To End Employment
  - To Renew Contract Employment
- 5) **SECONDMENT**
  - Seconded to \_\_\_\_\_
  - To End Secondment

\* pls fill up details on other additional info for secondment details
- 6) **RETIREMENT**
  - To be retire (Ceased employment)
  - Conversion to Contract for Employment (Direct Hire)
  - Conversion to Freelance Employment

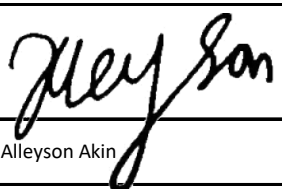
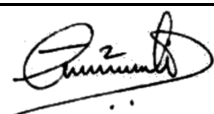

\* pls fill up details on other additional info for retirement details
- 7)  **SALARY ADJUSTMENT**  
\* Assessment & Justifications form compulsory to be filled
- 8)  **PROMOTIONS**  
\* Assessment, Justifications form & Operation Booklet compulsory to be filled

**C) OTHER ADDITIONAL INFORMATIONS**

- 1) **Duration/ Effective Date**
  - a)   Month/s
  - b) Start Date  /  /
  - c) End Date  /  /
- 2) **Budget**
  - a)  Budgeted
  - b)  Unbudgeted
- 3) **Change of Cost Centre or Back charge (if any)**
  - a) Current Cost Centre \_\_\_\_\_
  - b) New Cost Centre \_\_\_\_\_
  - c) Back Charge to \_\_\_\_\_
- 4) **Allowance - Secondment (If any)**
  - a)  Yes Amount \_\_\_\_\_
  - b)  No

Justifications for secondment:-  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 5) **Others (if any)**  
 Promotion to SA 2  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**D) APPROVAL**

REQUESTED BY:	RECOMMENDED BY:	VERIFIED BY :	APPROVED BY :
			
Name: Alleyson Akin	Name : Gazali Mehry	Name : Afiq Ammar	Name : DATO AZIZ AYOB
Date : 20.07.2024	Date : 21/7/24	Date : 22nd July 2024	Date :

**E) FOR GROUP HUMAN RESOURCE \* Office use Only**

- |  |                                       |
|--|---------------------------------------|
| 1) Date received : _____   | 2) Received By : _____                |
| 3) Check Lists : Completed <input type="checkbox"/><br>Incomplete <input type="checkbox"/> | 4) Remarks (if any)<br>_____<br>_____ |

**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	4	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, through 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	2	Expert on the job, thoroughly familiar with all aspects. 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.	2	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	5	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	3	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.	3	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 improvment and communicate to inspire and motivate others, also willing ti 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 innitiative in moving the team towards it goals	Passive in respect to goal setting initiating task and resolving problems
<b>TOTAL SCORE</b>		<b>37</b>					

**ASSESSMENT APPROVAL**

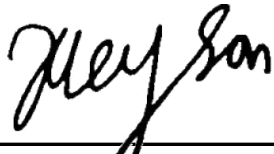


**Scoring Details**

Ranking 1	<p><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.</p>
Ranking 2	<p><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.</p>
Ranking 3	<p><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.</p>
Ranking 4	<p><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.</p>
Ranking 5	<p><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.</p>

Comments/ Remarks from Supervisor/ Manager if any)

Hasnawi completed his TSA to SA2 requirement


**APPROVAL**

REQUESTED BY :	RECOMMENDED BY :	VERIFIED BY :	APPROVED BY :
			
Name : Alleyson Ukin	Name : Gazali Mehry	Name : Afiq Ammar	Name : <b>DATO AZIZ AYOB</b>
Date : 20.7.24	Date : 21/7/24	Date : 22nd July 2024	Date :

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

1) Date Received : _____	2) Received By : _____
Remarks : _____	
_____	
_____	
_____	

**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>	Slickline Asst 2			<b>PROPOSED GRADE</b>		

**SUMMARY OF PRESENT DUTIES**

Refer to SA 2 /TSA JD

**JUSTIFICATION FOR PROPOSAL**

1. Already completed TSA training

