



**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.	3	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.	3	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.	4	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	5	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.	3	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	3	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	4	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.	3	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	4	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
TOTAL SCORE		40					

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**ASSESSMENT APPROVAL**

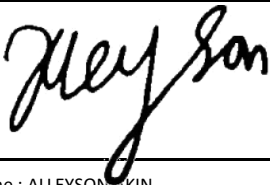
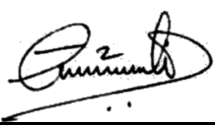
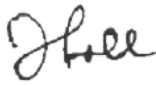
Scoring Details

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)

Ready for SSA1 promotion


**APPROVAL**

REQUESTED BY :	RECOMMENDED BY :	VERIFIED BY :	APPROVED BY :
			
Name : ALLEYSON AKIN	Name : GAZALI MEHRY	Name : AFIQ AMMAR	Name : DATO AZIZ AYOB
Date : 8.11.23	Date : 9/11/23	Date : 9th Nov 2023	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>	SENIOR SLICKLINE ASSISTANT 1		<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:
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

**JUSTIFICATION FOR PROPOSAL**

1. COMPLETED T AND D REQUIREMENT
2. READY FOR SSA1 POSITION

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**PERFORMANCE APPRAISAL & DEVELOPMENT PLAN  
(NON-EXECUTIVE)**

Employee's Name	LENNON CHUNG
Designation	SA 3
Division	SLICKLINE
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**

- |   |   |
|---|---|
| a. Achieves optimal levels of personal performance and accomplishment | B |
| b. Achieves bottom-line results                                       | B |
| c. Accomplishes more with fewer people                                | C |

**2. ANALYTICAL SKILLS**

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

**3. APPEARANCE**

- |  |   |
|--|---|
| a. Recognizes the importance of appearance                                 | B |
| b. Makes positive first impression   | B |
| c. Displays the type of grooming which is neat, attractive and appropriate | C |

**4. COMMUNICATIVE SKILLS**

- |  |   |
|--|---|
| a. Communicates clearly and concisely                        | A |
| b. Excels in communicating with individuals and small groups | A |
| c. Uses proper oral and written language                     | B |

## 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

A
B
B
C
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
B
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

A
C
C
C
B
B
B

## 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

B
C
C
B
A
B
B

## 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

B
C
C
C
B

## 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

B
C
B
C
C

## 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

B
B
B

## 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

C
C
C
B
B

## 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

B
B
B
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

B
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
B
B

## 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

B
B
B
C
C

## 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

A
C
C
B
B

## 18. RESPONSIBILITY

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

B
A
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
B
A

## A. OVERALL SCORE

Rating Legend :

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

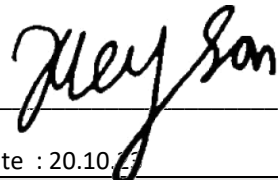
## RECOMMENDATION BY SUPERVISOR

Others :	<input type="checkbox"/> Probation	<input type="checkbox"/> Confirmation
		<input type="checkbox"/> Extend : _____ (please specify)
		<input type="checkbox"/> Termination of Probation
	<input type="checkbox"/> Upgrading	<input type="checkbox"/> Salary Adjustment
		<input type="checkbox"/> No Salary Adjustment
		<input type="checkbox"/> Re-designation _____ please specify)
	<input checked="" type="checkbox"/> Promotion	<input checked="" type="checkbox"/> Salary Adjustment
		<input checked="" type="checkbox"/> Re-designation _____ SSA1 _____ please specify)
	<input type="checkbox"/> Annual Appraisal/Increment/Bonus for the Year _____	
	Others _____ (Please Specify)	

### Superior's Comments and Signature

Comments :  
Lennon is ready to be promoted to SSA1. He able to carry out the responsibility.


Superior's Name : ALLEYSON AKIN  
Designation : FSM

 (Signature)  
Date : 20.10.23

### Subordinate's Signature

Comments :  
With current experience and knowledge, i believe i can be senior assistant


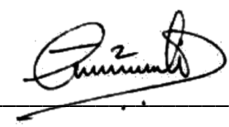
Superior's Name : LENNON CHUNG  
Designation : SA 3

 (Signature)  
Date : 20.10.23

### HOD's Signature

Comments :

Superior's Name : Afiq Ammar  
Designation : Operation Manager

  (Signature)  
9th Nov 2023 Date :

## 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.	IWCF Level 2			x		
2.	Winch Operation		x			
3.	Basic hydrostatic calculation			x		

## FOR USE BY HUMAN RESOURCE DIVISION

Disciplinary Actions												
1. Verbal 2. Warning Letter 3. Show Cause Letter 4. Domestic Inquiry and punishment	<table border="0"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Verbal: How many times? 2. Warning Letter: How many times? 3. Show Cause Letter: How many times? 4. Punishment: What type of punishment? _____ (please specify)
Yes	No											
<input type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>											
Increment	:	_____ % Percent										
Current Basic Salary	:	RM _____										
Allowances (if applicable)	:	RM _____										
New Salary (if applicable)	:	RM _____										
Date Form Received	:	_____										
		_____ (Signature)										
		Name :										
		Date :										

## RATING LEGEND

A	B	C	D	E
<b>Outstanding Excellent</b>	<b>Well above normal expectancy very Good</b>	<b>Normal Expectancy</b>	<b>Development needed insufficient results</b>	<b>Significant development needed</b>
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 driver 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

*Meyson*

*[Signature]*