

DIMENSION BID

CTS TASK SHEET

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



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

Employee fully satisfied all requirements for promotion with complete evidences (Please provide HR-FORM-19 Employee Change Request Form)	<input checked="" type="checkbox"/>
Improvement Needed - Employee requires more exposure	<input type="checkbox"/>

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

MENTOR / ASSESSOR's Comments & Recommendation:

- Overall performance is good and need to improve knowledge and skill.

Signature		Assessment Date	02/02/24
Name	Tariq Iqbal	Position	CT SUPERVISOR

FSM / OM Comments & Recommendation:

- Candidate is ready to operate BMX standalone

Signature		Assessment Date	23/01/24
Name	Ridhwan Arizan	Position	PSM