

# Ade Jonatan - Self Performance Review

**Employee** : Ade Jonatan  
**Job Position** : IT SUPPORT  
**Organization** : PINC  
**Supervisor** : DWW  
**Tanggal** : 2022-01-01

Question	Grade
KNOWLEDGE	
General Knowledge (current news and trend are related or didn't related to the job)	4
Basic Workflow (understanding of work flow across divisions)	3
Technical Knowledge (related to main task : hardware for support, programming for programmer)	3
IT Applications (Email, Website, another Apps.)	2
SKILLS	
Work Speed	2
Negotiation	3
Language (Bahasa & Basic English)	3
Hardware & Software Troubleshooting	3
Leadership & Team Work	4
Vendor Management (related to IT services)	3
Understanding & Managing User Expectation (people management & handling request related to IT)	3
ATTITUDE	
Passion towards to the job	3
Eagerness to learn	3

Respect towards peers, superiors, partners/ vendors, clients	3
CAN-DO, Positivity	3
Sense of belonging to the company	3
Perseverance	3
Honesty	3

Summary Score	Weight	Average SCORE	Final SCORE
KNOWLEDGE	25%	3	0.75
SKILLS	25%	3	0.75
ATTITUDE	45%	3	1.35
			2.85