

SAR - Sara Putrikita Rostanti Jans - Self Performance Review

Employee : SAR - Sara Putrikita Rostanti Jans

Job Position : 105

Organization : HRGA

Supervisor : GTA

Tanggal : 2022-05-21

Question	Grade
KNOWLEDGE	
General Knowledge (current news and trends, directly or indirectly related to the job)	3
Basic Workflow (understanding of work flow across divisions)	4
HR Policies & Procedures (HR Regulation, Company Compliance, Indonesian Labor Law)	1.2
Networking (relationship to related party in HR Area & Adv. Industry)	4
Recruitment & Selection	4
Training & Development	3
Compensation & Benefits	2
Human Resources & Employee Administration	1
Performance/Employee Evaluation	3
SKILLS	
Work Speed	2.4
Negotiation	3.4
Computer (ability to use software & hardware related to the job)	2.2
Language (Bahasa & Basic English)	4
Screening, interviewing, collecting database (candidates)	4
Dealing With Grey Area (objectivity in subjective area)	3

HR Task Management (recruitment, administration, payroll, BPJS, Insurance)	4
People Management (conflict management & problem solving)	2
ATTITUDE	
Passion towards to the job	1
Eagerness to learn	2
Respect towards peers, superiors, partners/ vendors, clients	3
CAN-DO, Positivity	1
Sense of belonging to the company	2
Resourcefulness (willingness to be part of the solution)	3
Perseverance	2.2
Honesty	3.2
INDIVIDUAL DELIVERABLES	
apa yaaaah	3.4
123abc	3.2
hehe	2

Summary Score	Previous Score	Average Score	Final Score
KNOWLEDGE		2.8	0.7
SKILLS		3.13	0.7
ATTITUDE		2.18	0.98
INDIVIDUAL DELIVERABLES		2.87	0.14
			2.52