



PERODUA
PCSB GROUP

PERFORMANCE APPRAISAL EXERCISE MID-YEAR 2024

Kindly be advised that Management has approved for the Mid-year Performance Appraisal exercise for PMSB/PEMSB to commence from today, 3 April 2024. Please be reminded that this exercise covers the period from 1 October 2023 to 31 March 2024.

As such, please take note of the following important deadlines to ensure the exercise run smoothly and according to schedule:

• 4 April ~ 30 April 2024	Performance evaluation by immediate superior
• 2 May ~ 7 May 2024	Internal divisional challenge meeting
• 10 May 2024	Submission of approved rating to HRD

Performance appraisal schedule, flow chart, guidelines and appraisal forms are available via the following URL link:

\\p2inas01\PUBLIC\PMRHD_Appraisal

Kindly contact the Human Resource Department should you require further clarification.

Thank you.

PENILAIAN PRESTASI PERTENGAHAN TAHUN 2024

Adalah dimaklumkan bahawa pihak Pengurusan telah meluluskan pelaksanaan Penilaian Prestasi Pertengahan Tahun bagi PMSB/PEMSB bermula pada hari ini, 3 April 2024. Sesi penilaian ini mengambil kira prestasi bagi tempoh di antara 1 Oktober 2023 hingga 31 Mac 2024.

Bagi memastikan kelancaran sesi penilaian mengikut jadual yang ditetapkan, sila beri perhatian pada tarikh-tarikh penting berikut:

• 4 April ~ 30 April 2024	Penilaian prestasi oleh ketua terdekat
• 2 Mei ~ 7 Mei 2024	Mesyuarat dalaman divisyen (<i>Challenge meeting</i>)
• 10 Mei 2024	Serahan penilaian prestasi yang diluluskan ke HRD

Jadual, carta aliran, garis panduan dan borang penilaian prestasi boleh didapati menerusi URL berikut:

\\p2inas01\PUBLIC\PMRHD_Appraisal

Sila hubungi Jabatan Sumber Manusia sekiranya anda memerlukan maklumat lanjut.

Terima kasih.

Nor Anita Muzaffar Desmond
Pengurus Besar
Divisyen Sumber Manusia & Pentadbiran

S.k. Papan kenyataan