**Performance Appraisal Report**

**Penilaian Hasil Kerja**

For Probation Appraisal: please complete parts I – VII

**Part I – Personal Particulars / *Data Pribadi***

|  |  |  |  |
| --- | --- | --- | --- |
| Name | test | Staff Identity Card No | 123456789 |
| *Nama* | *Nomor tanda pengenal* |
| Department | Front Office | Date joined | 15 December 2023 |
| *Departement* | *Tanggal bergabung* |
| Position | test | Date in the present position | 15 December 2023 |
| *Jabatan* | Tanggal bergabung |

**Part II – Performance / *Hasil Kerja***

(9 oustanding | 8 Good | 7 Moderate | 6 Below standard | 5 Unsatisfactory)

*(9 sangat memuaskan |8 Bagus | 7 Cukup | 6 Dibawah standar | 5 Buruk*)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Particulars  *Keterangan Terperinci* | 9 | 8 | 7 | 6 | 5 | Remarks/*Keterangan* |
| 1. Job Knowledge (consider work procedure, specific terms)   *Pengetahuan Kerja (prosedur kerja, istilah khusus)* | ✔ |  |  |  |  |  |
| 1. Quality of Work (consider accuracy, neatness, reability)   *Kualitas Kerja (ketelitian, kerapihan, kepercayaan)* |  | ✔ |  |  |  |  |
| 1. Quantity of Work (consider efficiency, speed, productivity)   *Kuantitas Kerja (efisiensi, kecepatan, produktifitas)* | ✔ |  |  |  |  |  |
| 1. Stability (consider performance, attitude, attendance)   *Keteguhan (penampilan, sikap, kehadiran)* | ✔ |  |  |  |  |  |
| 1. Communication (consider verbal, written, physical expression)   *Komunikasi (Verbal, tertulis, ekspresi)* | ✔ |  |  |  |  |  |
| 1. Diplomacy (consider tact in communication, appearance)   *Diplomasi (taktik dalam komunikasi, penampilan diri)* | ✔ |  |  |  |  |  |
| 1. Judgement (consider ability to analyse situations & develop effective solutions)   *Pertimbangan (kemampuan menganalisa situasi dan mengembangkan solusi efektif)* |  | ✔ |  |  |  |  |
| 1. Salesmanship (consider knowledge on company image and product, persuasiveness)   *Kemampuan menjual (pengetahuan pada citra perusahaan dan Produk selain kemampuan untuk membujuk)* | ✔ |  |  |  |  |  |
| 1. Customer Relations (consider ability to communicate well with customers)   *Hubungan dengan Pelanggan (kemampuan berkomunikasi dengan baik dengan para pelanggan)* | ✔ |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| 1. Supervisory Skills (consider leadership, inspiration to Staff to give of their best)   *Keterampilan kepenyeliaan (kepemimpinan, memberikan dorongan yang terbaik untuk rekan kerjanya)* | ✔ |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

\* Please tick the appropriate boxes.

**Part III – Attitude Towards Work / *Sikap terhadap pekerjaan***

(9 Outstanding | 8 Good | 7 Moderate | 6 Below Standard | 5 Unsatisfactory)

(9 *Memuaskan | 8 Bagus | 7 Cukup | 6 Dibawah standar | 5 buruk*)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Particulars  *Keterangan terperinci* | 9 | 8 | 7 | 6 | 5 | Remarks/Keterangan |
| 1. Attitude to Supervisor (consider obedience, co-operation)   *Sikap terhadap Atasan (kepatuhan, kerjasama)* | ✔ |  |  |  |  |  |
| 1. Attitude to Colleagues (consider co-ordination, co-operation)   *Sikap terhadap Teman Sejawat (koordinasi, kerjasama)* | ✔ |  |  |  |  |  |
| 1. Initiative (consider ability to give constructive ideas, independence)   *Inisiatif (kemampuan dalam memberikan gagasan secara membangun, kebebasan)* | ✔ |  |  |  |  |  |
| 1. Attendance   Kehadiran | ✔ |  |  |  |  |  |
| 1. Punctuality   *Ketepatan Waktu* | ✔ |  |  |  |  |  |
| ***Total*** |  |  |  |  |  |  |

**Part IV – Overall Rating/Penilaian Keseluruhan:**

A = 130 –135 | B = 115 – 120 | C = 95 – 105 | D = 80 – 90 | E = 75 – 85

|  |
| --- |
|  |

**Part V – General Rating/Penilaian Keseluruhan (Evaluator must complete/*Penilai harus mengisi kekuatan/kelemahan serta saran-saran.***

1. Strengths of the staff:

*Kekuatan yang dimiliki pegawai ini:*

1. Weaknesses of the staff:

*Kelemahan-kelemahan pegawai ini:*

1. Suggestions: (e.g. Training required to improve weaknesses, development to optimize strengths, etc)

*Saran-saran (contoh: Pelatihan yang dibutuhkan untuk memperbaiki kelemahan, pengembangan untuk mendapatkan kekuatan, dan seterusnya)*

**Part VI – Certification/Sertifikasi**

The contents of this report has been read and explained to me, I understand that I may approach my Department Head for further discussion if necessary.

*Isi laporan ini telah dibaca dan dijelaskan kepada saya dan saya memahami bahwa saya boleh menghubungi kepala bagian saya untuk pembahasan selanjutnya bilamana perlu.*

Staff Suggestions:

*Saran-saran Pegawai*

jdkajdakdjka

18 December 2023

Signed by Staff Date Signed by Department/Section Head Date

Part VII – Probation (For Probationers only)/ *Masa Percobaan (Hanya untuk Masa Percobaan)*

Confirmed as an Employee effective : 15 December 2023

*Ditegaskan sebagai pegawai pada tanggal*

Extension of Probation From : 15 December 2023

*Penambahan Percobaan Dari*

Reason : dhjahdjahdj

*Alasan*

Recommended for Termination effective : 15 December 2023

*Disarankan Pemutusan Hubungan Kerja pada tanggal*

Reason : djahdjahdj

*Alasan*

Confirmed by/*Ditegaskan oleh :* Acknowledged by/*Diketahui oleh :*

Supervisor HRD

Approved by :

**General Manager**