**Performance Appraisal Report**

**Penilaian Hasil Kerja**

For Probation Appraisal: please complete parts I – VII

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name | ${nama} | Staff Identity Card No | ${staffIdentityCardNo} |
| *Nama* | *Nomor tanda pengenal* |
| Department | ${department} | Date joined | ${dateJoined} |
| *Departement* | *Tanggal bergabung* |
| Position | ${position} | Date in the present position | ${dateInThePresentPosition} |
| *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)* | ${job\_knowledge} | ${job\_knowledge8} | ${job\_knowledge7} | ${job\_knowledge6} | ${job\_knowledge5} | ${job\_knowledge\_remarks} |
| 1. Quality of Work (consider accuracy, neatness, reability)   *Kualitas Kerja (ketelitian, kerapihan, kepercayaan)* | ${quality\_of\_work} | ${quality\_of\_work8} | ${quality\_of\_work7} | ${quality\_of\_work6} | ${quality\_of\_work5} | ${quality\_of\_work\_remarks} |
| 1. Quantity of Work (consider efficiency, speed, productivity)   *Kuantitas Kerja (efisiensi, kecepatan, produktifitas)* | ${quantity\_of\_work} | ${quantity\_of\_work8} | ${quantity\_of\_work7} | ${quantity\_of\_work6} | ${quantity\_of\_work5} | ${quantity\_of\_work\_remarks} |
| 1. Stability (consider performance, attitude, attendance)   *Keteguhan (penampilan, sikap, kehadiran)* | ${stability} | ${stability8} | ${stability7} | ${stability6} | ${stability5} | ${stability\_remarks} |
| 1. Communication (consider verbal, written, physical expression)   *Komunikasi (Verbal, tertulis, ekspresi)* | ${communication} | ${communication8} | ${communication7} | ${communication6} | ${communication5} | ${communication\_remarks} |
| 1. Diplomacy (consider tact in communication, appearance)   *Diplomasi (taktik dalam komunikasi, penampilan diri)* | ${diplomacy} | ${diplomacy8} | ${diplomacy7} | ${diplomacy6} | ${diplomacy5} | ${diplomacy\_remarks} |
| 1. Judgement (consider ability to analyse situations & develop effective solutions)   *Pertimbangan (kemampuan menganalisa situasi dan mengembangkan solusi efektif)* | ${judgement} | ${judgement8} | ${judgement7} | ${judgement6} | ${judgement5} | ${judgement\_remarks} |
| 1. Salesmanship (consider knowledge on company image and product, persuasiveness)   *Kemampuan menjual (pengetahuan pada citra perusahaan dan Produk selain kemampuan untuk membujuk)* | ${salesmanship} | ${salesmanship8} | ${salesmanship7} | ${salesmanship6} | ${salesmanship5} | ${salesmanship\_remarks} |
| 1. Customer Relations (consider ability to communicate well with customers)   *Hubungan dengan Pelanggan (kemampuan berkomunikasi dengan baik dengan para pelanggan)* | ${customer\_relations} | ${customer\_relations8} | ${customer\_relations7} | ${customer\_relations6} | ${customer\_relations5} | ${customer\_relations\_remarks} |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Supervisory Skills (consider leadership, inspiration to Staff to give of their best)   *Keterampilan kepenyeliaan (kepemimpinan, memberikan dorongan yang terbaik untuk rekan kerjanya)* | ${supervisory\_skills} | ${supervisory\_skills8} | ${supervisory\_skills7} | ${supervisory\_skills6} | ${supervisory\_skills5} | ${customer\_relations\_remarks} |
| **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)* | ${attitude\_to\_supervisor} | ${attitude\_to\_supervisor8} | ${attitude\_to\_supervisor7} | ${attitude\_to\_supervisor6} | ${attitude\_to\_supervisor5} | ${attitude\_to\_supervisor\_remarks} |
| 1. Attitude to Colleagues (consider co-ordination, co-operation)   *Sikap terhadap Teman Sejawat (koordinasi, kerjasama)* | ${attitude\_to\_colleagues} | ${attitude\_to\_colleagues8} | ${attitude\_to\_colleagues7} | ${attitude\_to\_colleagues6} | ${attitude\_to\_colleagues5} | ${attitude\_to\_colleagues\_remarks} |
| 1. Initiative (consider ability to give constructive ideas, independence)   *Inisiatif (kemampuan dalam memberikan gagasan secara membangun, kebebasan)* | ${initiative} | ${initiative8} | ${initiative7} | ${initiative6} | ${initiative5} | ${initiative\_remarks} |
| 1. Attendance   Kehadiran | ${attendance} | ${attendance8} | ${attendance7} | ${attendance6} | ${attendance5} | ${attendance\_remarks} |
| 1. Punctuality   *Ketepatan Waktu* | ${punctuality} | ${punctuality8} | ${punctuality7} | ${punctuality6} | ${punctuality5} | ${punctuality\_remarks} |
| ***Total*** |  |  |  |  |  |  |

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

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

|  |
| --- |
| *${overall\_rating}* |

**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:*

${strengths}

1. Weaknesses of the staff:

*Kelemahan-kelemahan pegawai ini:*

${weaknesses}

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)*

${suggestions}

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4. Promotability** | **Promotable now to:** | **${p1}** | **Possible Successor:** | **${s1}** |
|  | *Dapat dipromosikan sekarang ke:* | Kemungkinan Pengganti |
|  | **Promotable in 1-2 year (s) to:** | **${p2}** | **Possible Successor:** | **${s2}** |
|  | *Dapat dipromosikan dalam 1-2 tahun ke:* | Kemungkinan Pengganti |
|  | **Capability limited to Current Position:** | **${capability}** | | |
|  | *Kesanggupan pada jabatan sekarang* |

**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*

${staff\_suggestion}

${date}

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 : ${confirmed\_date}

*Ditegaskan sebagai pegawai pada tanggal*

Extension of Probation From : ${extension\_from}

*Penambahan Percobaan Dari*

Reason : ${extension\_reason}

*Alasan*

Recommended for Termination effective : ${termination\_date}

*Disarankan Pemutusan Hubungan Kerja pada tanggal*

Reason : ${termination\_reason}

*Alasan*

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

Supervisor HRD

Approved by :

**General Manager**