



Performance Evaluation and Assessment of Potential PEAP

NAME : ABIGAE ANG

DESIGNATION : Fleet Manager

OFFICE LOCATION : Singapore

PERIOD OF ASSESSMENT : 28-Oct-2015 - 27-Nov-2015

LEVEL : Operation

SECTION 1: SELF APPRAISAL

This part is to be detached and given to the appraisee. The appraisee should complete this section before meeting the superior for performance review.

Instructions for completing Part A

- 1. Please reply to all questions in detail.
- 2. Avoid using generalizations. Be specific and to the point.
- 3. This document will form the basis of your performance discussion with your superior. Please make sure you carry data to support what you have written in this part.

Self Assessment Question No 2..

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SECTION 2: Performance on the job

Please list down the key job responsibilities assigned during the assessment period and rate them according to the scale given:

- 1- Poor Output:** Did not complete the job within the stipulated time, require constant supervision, high degree of errors, did not meet expectations.
- 2- Below Average Output:** Managed to complete most of the tasks assigned under supervision,exceeded time limit in many tasks, made many errors, met a few expectations.
- 3- Average Output:** Did not require too much supervision, completed some of the tasks within the stipulated time, made a few errors, met some of the expectations.
- 4- Good Output:** Worked under minimal supervision, completed most of the tasks within the stipulated time, did not commit any errors, met most of the expectations.
- 5- Outstanding Output:** Worked with no supervision, completed all the tasks within or before the stipulated time, zero errors, met all the expectations.

JobResponsibility	Scale
Appraised By :	Scale :

SECTION 3: Assessment of Competencies

Please indicate your choice by selecting the appropriate column. Please refer to the below mentioned scale while indicating your choice.

- 4: Demonstrates Always.
- 3: Demonstrates most of the time.
- 2: Demonstrates Sometimes.
- 1: Never Demonstrates.

Competency	Scale
Comptency 3	
Comptency 2	
Comptency 5	
Comptency 4	
fsaf	
Appraised By : MYAT singh THU	Scale : Avg. Comp. Scale :

SECTION 4: Potential Assessment and Identification of Development Needs

- A. What additional responsibilities is he/she capable of taking beyond the normal job functions?
- B. Ready for promotion?
- C. Reason

Management FeedBack

Remarks

Feedback By : Feedback On :