EMPLOYEE EVALUATION FORM

Employee Name:	Muhammad Idzhans Khairi	Employee ID:	ES186
Job Title:	Solution Engineer	Joined Date:	4th August 2025
Department:	ISD - Data & AI	Direct Superior:	Lucas Tan Zi Hong

Instructions to Evaluator:

Evaluators should refer to the employee's job description when completing this form; the evaluation should focus on the employee's ability to perform the job duties listed in the job description. **Employees should be evaluated once every three month, and before the end of probation period**. *Indicate the evaluation of the employee's job performance by writing number 1 – 3 on the blank line to the right attribute, in the appropriate column.*

Use the given scales (1-3):
1.0 – Poor
1.5 – Fair
2.0 – Satisfactory
2.5 – Good
3.0 – Excellence

Total Marks:
<15 and below - Unsatisfactory
Between 16 - 20 - Below Expectation
Between 21 - 25 - Meet Expectation
>26 and above - Exceed Expectation

Duration Period:
1st Evaluation (1-2 month)
2nd Evaluation (3-4 month)
3rd Evaluation (Extension)

Attribute	1st Evaluation		2nd Evaluation		3rd Evaluation	
	Date: 10 October 2025		**Date:**		**Date:**	
	Employee	Superior	Employee	Superior	Employee	Superior
Job Knowledge a. **Role Mastery** • Knowledge sharing and teach others processes; proactively identifies possible knowledge gaps. • Accurately performs core tasks with minimal guidance. b. **Problem-Solving Initiative** • Independently identifies root causes of complex problems and proposes data-backed solutions. • Proactively shares learnings (e.g., creates quick-reference guides for recurring issues). • Leverages external resources (industry forums, AI tools, cross-team knowledge) to drive innovation.	2.5	2.5	2.6			

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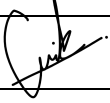| Category					

Work Quality
  a. Produces work according to SOP and ISO standards.
  b. Pay attention to details and adequate information.
  c. Demonstrate sufficient analysis and decision making to meet work requirement.
	2.0	3.0	2.8		

Attendance & Accountability
  a. Arrive on time and completes work within deadlines.
  b. Take responsibility for assigned task and follow through.
  c. Being productive and efficient while maintaining confidentiality as necessary.
	3.0	3.0	2.8		

Reporting & Teamwork
  a. Able to provide reports to client and superior on time.
  b. Always ensure team member & superior in the loop of the work progress.
  c. Clear handover communication with all parties for smoother process
	2.5	2.5	2.5		

Initiative & Creativity
  a. Seeks feedback and implements improvements in work.
  b. Seek ways to enhance processes and workflow.
  c. Think outside the box to find for unique solutions.
	3.0	3.0	3.0		

Capacity to Develop
  a. Demonstrate effective time management in pursuing growth opportunities.
  b. Set realistic and challenging development goals for self-growth.
  c. Show openness to feedback and actively integrate in daily life.
	2.5	3.0	3.0		

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Criteria						
Adaptability a. Adapt effectively to changing circumstances and new information. b. Demonstrate flexibility in the face of evolving requirements. c. Collaborate with colleagues from different departments to broaden skills.	2.0	2.5	2.5			
Presentation & Communication Skills a. Effectively communicate and presents idea to others. b. Able to articulate creative concepts in a clear and compelling manner. c. Engage in collaborative brainstorming and idea sharing with team members.	2.0	2.0	2.5			
Professionalism a. Build professional relationships within and outside the organization to foster growth. b. Always be presentable when representing the organization in any events. c. Demonstrate awareness of potential conflict of interest and handle them appropriately.	2.5	2.5	2.5			
Adherence to Company Policies a. Demonstrate awareness & understanding of company policies and procedures. b. Consistently applies company policies in daily task & decision making. c. Participate in and completes mandatory compliance training programs.	2.5	2.5	2.5			
Overall Marks:	24.5 /30	23.5 /30	26.7 /30	/30	/30	/30

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Mentorship Support & Feedback		
Who is your assigned mentor?	Lucas Tan Zi Hong / Yang Ching An	
	1st Evaluation	**2nd Evaluation**
How well does the mentor provide guidance and support to the mentee in completing job responsibilities	My Mentor always believe in me and guide me properly when I have any questions and concerns. He is also understanding and helpful to provide me some ideas on solutions.	Ching An took over as my supervisor after Lucas. Although we did not work closely together, he often asked questions about Azure AI Foundry, which encouraged me to explore and learn more about it. He was also flexible and supportive in allowing me to discover other areas, which led me to attend Malaysia vLLM Day to further broaden my knowledge.

Feedback/ Comments		
	1st Evaluation	**2nd Evaluation**	**3rd Evaluation**
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Employee's Feedback/ Comments:	So far I did learned a lot of things especially of the usage of Azure AI Foundry especially. On the first 2nd - 3rd week I already put my hands on and understanding about Azure AI Search. It makes me to be able to working with other teams as well that is wanted to integrate Azure AI Search to their Copilot Studio. A lot of self learn but I be able to adapt and understand. Other than that I also put my hands on, on the development of MCP Server. Even though it is quite hard, but at least it can be a base for some future improvement to make it work better. Other than that, I also be able to join the Azure AI Developer Training at Centerpoint.	With the AI-103 training from Iverson, I have been improving my hands-on experience with Azure AI Foundry. Although I have not passed the exam yet, the training has helped me better understand the platform and its practical usage. In addition, I really enjoy being able to integrate open-source technologies with Azure AI Foundry to build solutions that I never thought I could create before—such as a document generator that leverages Python code and libraries together with generative models from Azure AI Foundry. Besides that, I have spent time exploring web development using Next.js as the development platform, Ant Design and Ant Design Charts for UI enhancement, Keycloak for RBAC, and deployment using Docker to Azure AI Foundry, along with other related technologies.	
Direct Superior's Feedback/ Comments:	Khairi able to adapt to fast paced environment and independence and work towards the objectives when given direction with minimum supervision. With prior experience related to AI and developer, he able to pick up and understand the solution quickly		

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	Follow Up Action Plan (Agreed by both parties)		
Action Plan			
Signatures:			
Employee Name:	Muhammad Idzhans Khairi	Muhammad Idzhans Khairi	
Signatures:			
Superior Name:	Lucas Tan Zi Hong		