Indicator Type Setup

Indicator Type Name

☑ Is Active

SL	Indicator Type Name	Is Active	Edit

Refresh   Save   Delete

Key Performance Indicator

Employee ID [_____]   Year [_____]   Quater [Enter Text ▾]   Entry Date [_____] 📅

Detail

KPI Type [Enter Text ▾] (KPI Indicator/ Utilization Budget)

Indicators Types	KPI	Measures	Target	Is Budget	Achievement	% of Achievement	Score	
[Enter Text ▾]	[_____]	[_____]	[_____]	☑	[_____]	[_____]	[_____]	Add

Edit	Indicator Type	Measures	Target	Achivement	% of Achivement	Score

KPI Total Score [_____]

Out of 100 [_____]

KPI Overall Score [_____]   KPI Overall Rating [_____]

[Refresh]   [Save]   [Close]

KPI Grading Configuration

Score _____   Rating Name _____

Achievement
Percentage Range _____   Rating Description _____

[✓] Is Active

SL	Edit	Score	Rating Name	Achievement Percentage Range	Description

Refresh   Save   Delete

Rating Setup

Rating Name

Description

☑ Is Active

SL	Edit	Name	Description	Is Active

Refresh   Save   Delete

KPI Grading Configuration

Employee ID

Rating Type [Enter Text ▼] (Finance Grading/ over all Grading)

Quarter [Enter Text ▼]

Score

Rating [Enter Text ▼]

☑ Is Active

SL	Edit	Quater	Score	Rating ID	Is Active

[Refresh]   [Save] [Delete]

Improvement plan if required / success Strategies

Employee ID [   ]

Specific action plan/task taken to improve the performance

[   ]

Strategies / tasks which enabled to achieve excellent / commendable performance

[   ]

Comments

Use the space below two summarise your conclusion on the performance review

[   ]

Date : [   ] 📅

Employee's Comments

[   ]

Date : [   ] 📅

Department Head's Remarks

[   ]

Date : [   ] 📅

Confirmation Application

Employee ID : [_____]   Employee name :   Designation :

Joining Date :   Date of Confirmation :

Appraiser ID: [_____]   Name :   Designation :

Confirmation Date [_____] 📅

Performance

Indicator [Enter Text   ∨]   Progress achieve [_____]   [Add]

SL	Indicator	Progress achived

Difficulties [_____]   Way to Overcome [_____]   Apprised by [Enter Text ∨]

[Add]

SL	Difficulties	Way to Overcome

Functioning with MS setup

[_____]

Relationship with colleagues

[_____]

Sincerity

[_____]

Promptness in executing responsibility

[_____]

Any other comment(s) by the appraise

[_____]

Any other comments by the appraiser

[_____]

Recommendation of appraiser

Recommendation by Department Head

Approved/Comments by MD/CMC

Save