

Performance Appraisal Online Form

Quick Reference Guide



Introduction

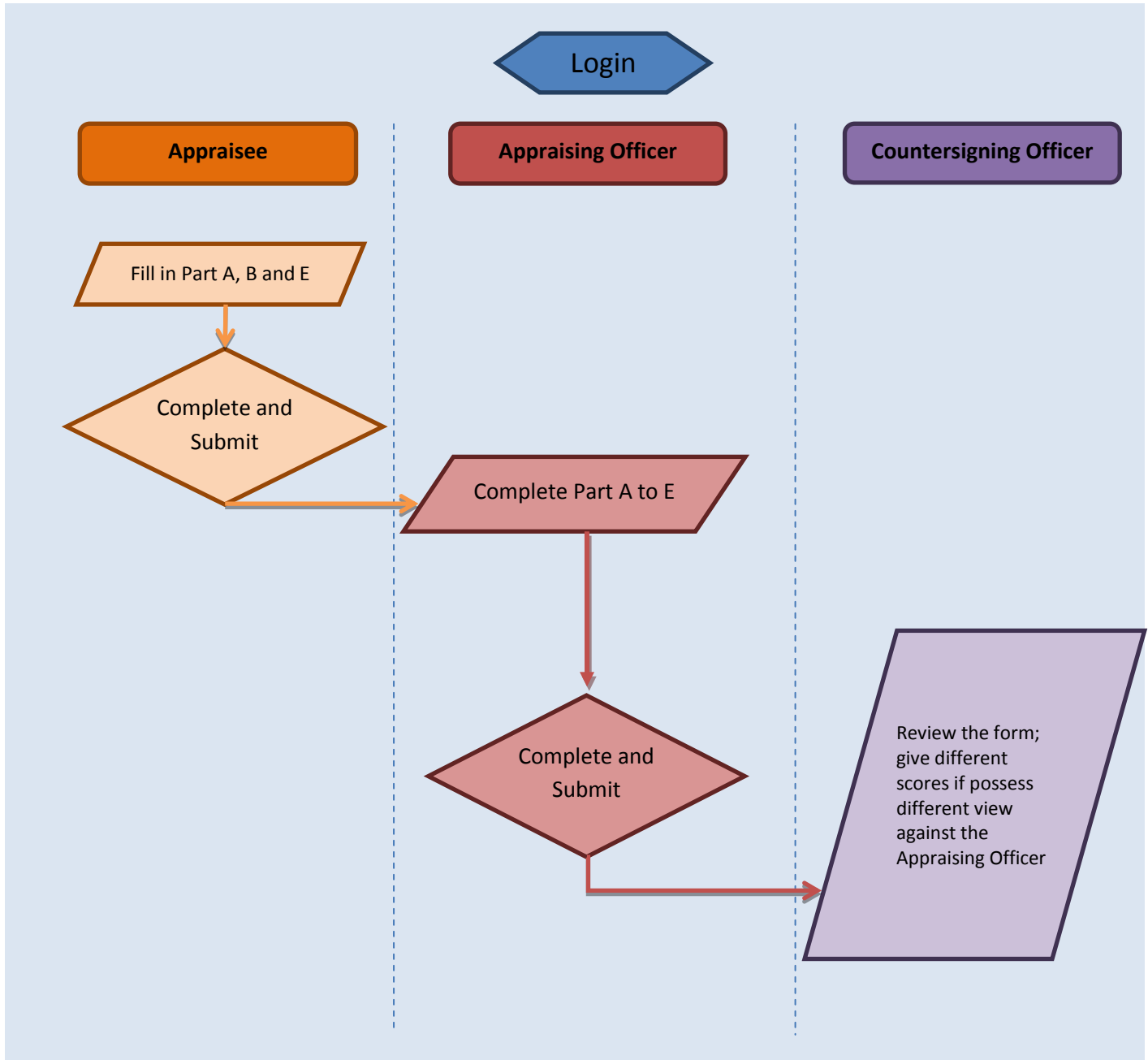
There are THREE roles and responsibilities in the Performance Appraisal:

- (i) **Appraisee**
- (ii) **Appraising Officer**
- (iii) **Countersigning Officer**

Roles	Description/Responsibilities of the Role
Appraisee	Appraisee has to complete self-assessment on accomplishments of key responsibilities or objectives (Part A), and competencies assessment (Part B) with specific examples, before any assessment by appraising officer.
Appraising Officer	Appraising Officer has to appraise subordinate's accomplishments of key responsibilities or objectives (Part A), assessment of his/her competencies (Part B), identify the competency gap, recommending for learning and development needs (Part C) and individual goal setting for the upcoming year (Part D).
Countersigning Officer	Countersigning Officer has to read all Parts and agree with the appraisals done by the Appraising Officer.

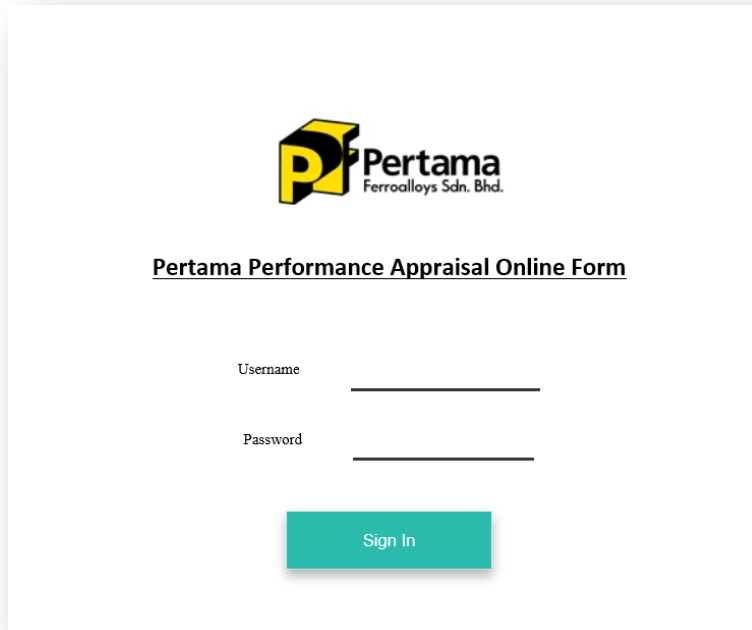
A staff may need to act on multiple roles and complete few Performance Appraisal Forms depending on his/her job positions in the team/department.

The following chart illustrates the work-flow and mandatory tasks to be completed by each role:-



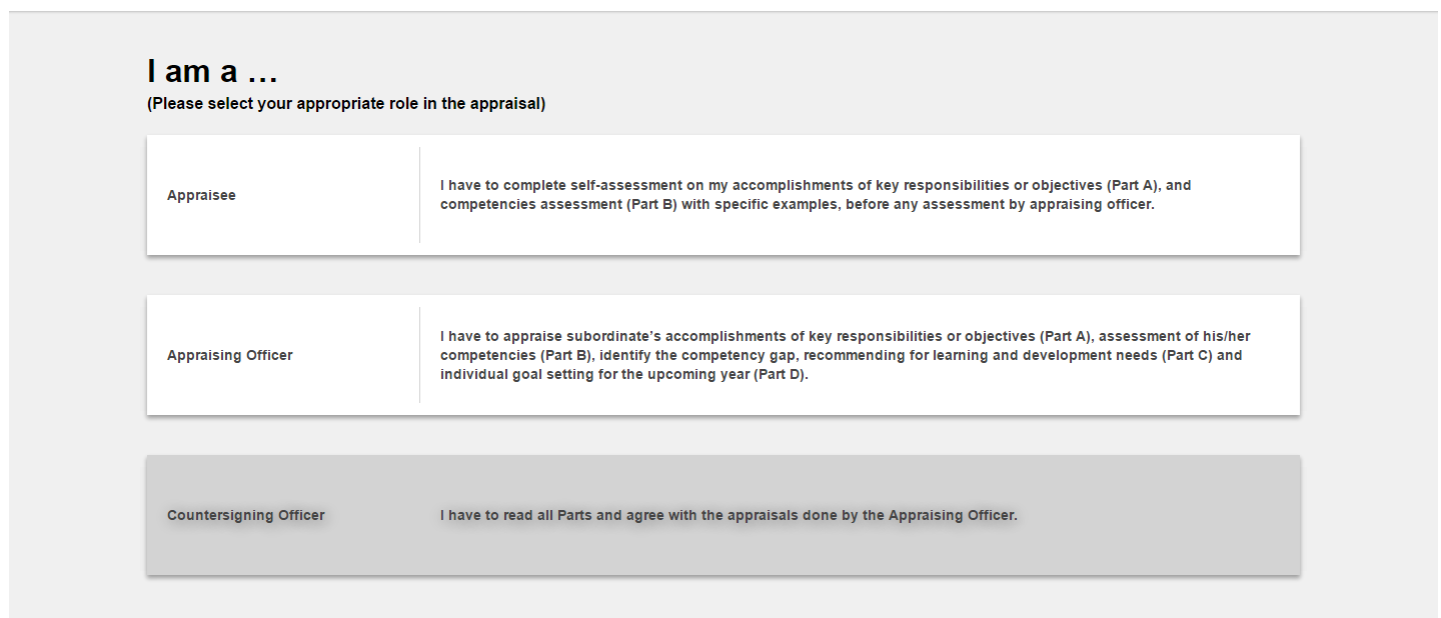
Steps of Login and Completion

- (1) Access the online Performance Appraisal Form at <http://eoffice.asia-minerals.com/pertama/pa>;
- (2) All users have to login with individual name and password as below. Such login information shall be notified to you by IT by separate email;



The screenshot shows the login interface for the Pertama Performance Appraisal Online Form. At the top center is the Pertama logo, which consists of a stylized yellow and black 'P' followed by the text 'Pertama Ferroatloys Sdn. Bhd.'. Below the logo, the title 'Pertama Performance Appraisal Online Form' is displayed. Underneath the title, there are two input fields: 'Username' and 'Password', each followed by a horizontal line for text entry. Below these fields is a teal-colored button with the text 'Sign In' in white.

- (3) After login, please select your role as below and continue;



The screenshot shows a role selection screen titled 'I am a ...' with the instruction '(Please select your appropriate role in the appraisal)'. There are three selectable roles, each with a description of their responsibilities:

Appraisee	I have to complete self-assessment on my accomplishments of key responsibilities or objectives (Part A), and competencies assessment (Part B) with specific examples, before any assessment by appraising officer.
Appraising Officer	I have to appraise subordinate's accomplishments of key responsibilities or objectives (Part A), assessment of his/her competencies (Part B), identify the competency gap, recommending for learning and development needs (Part C) and individual goal setting for the upcoming year (Part D).
Countersigning Officer	I have to read all Parts and agree with the appraisals done by the Appraising Officer.

- (4) The following guidelines will pop-up. Please read through the guidelines and press the “OK” button to start;

Guidelines:

- During the completion of the Performance Appraisal form, you can exit anytime and all data input will be saved automatically.
- When all mandatory parts are completed, please press “**Submit**” button at the bottom of the page for submission and confirmation.
- Before the completion deadline, you can access the form for unlimited times and make adjustment before you re-submit the form.
- For “**Appraisee**”, Part A, Part B1 and Part E are mandatory for all job grades; while for Deputy General Manager or above grade, please complete Part B2 as well. If no further comments in Part E, please remark as “No Comment” in the text box.
- For “**Appraising Officer**”, please complete Part A to Part E upon the self-assessment submitted by the appraisee.
- For “**Countersigning Officer**”, please read all parts and input alternative scores in Part A total and Part B total ONLY IF you disagree with the appraisal scores assessed by the Appraising Officer, so as to calibrate the final results for appraisee.

OK

- (5) For Part A, it is a mandatory part for both Appraisee and Appraising Officer;
- ❖ Appraisee shall fill in the part “For Employee” at left hand side
 - ❖ Appraising Officer shall fill in the part “For Appraising Officer” at right hand side
 - ❖ Appraising Officer shall give weight of each key responsibility/objective in terms of importance and total weight must be equal to 100%

Part A: Accomplishments of Key Responsibilities or Objectives

For Employee: please state at least 3 key responsibilities or objectives under the direction of your supervisor, and conduct a self-evaluation on your achievements/results achieved.

For Appraising Officer: please evaluate the employee's key responsibilities and results achieved, then assign a reasonable score.

* Weight: Appraising Officer has to judge and give weight of each key responsibility that their subordinates are responsible for in terms of importance. Total weight must be equal to 100%.

For Employee		For Appraising Officer	
Key Responsibilities or Objectives:	Achievements/Results Achieved	Comments by Appraising Officer	Weight (%)*
<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div> <div><div></div></div>

- (6) For Part B1, it is a mandatory part for both Appraisee and Appraising Officer;
- ❖ Appraisee shall fill in the part of “Self Assessment” at left hand side, with score and example
 - ❖ Appraising Officer shall fill in the “Assessment by Appraising Officer” at right hand side, with score and example

Part B: Competencies Assessment

This part should be completed by both the Appraising Officer and the Employee.

Part B1: This section is applicable to all employees

Teamwork and Support

5. Fosters team spirit, encourages others to contribute and draws on wide variety of others' skills to achieve team success.
4. Cooperates with colleagues, willingly shares team values, listens, makes a constructive contribution to teams and builds on team success.
3. Liaises with colleagues, willingly shares team information and knowledge and makes a constructive contribution to teams. Recognize one's limit and seek for support without delay.
2. Did not demonstrate the willingness to work amicably with colleagues or proactively support others in times of need
1. Behaves in a disruptive manner within team, is confrontational and negatively criticises others and their contributions. Not considered a team worker.

Self Assessment

Score:

5	4	3	2	1
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Example:

Assessment by Appraising Officer

Score:

5	4	3	2	1
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Example:

- (7) For Part B2, it is a mandatory part for Deputy General Manager and above only;
- ❖ Appraisee shall fill in the part of “Self Assessment” at left hand side, with score and example
 - ❖ Appraising Officer shall fill in the “Assessment by Appraising Officer” at right hand side, with score and example

Part B2: This section is applicable to Senior Executive employee (Deputy General Manager level and above)

Influence, Negotiation and Persuasion

5. Effective influencer and persuader at all levels, able to get most ideas accepted in diverse groups at most levels of seniority.
4. Inspires confidence, has credibility with colleagues and customers and is able to get complex ideas accepted. It is generally able to persuade from a basis of openness and clarity.
3. Make a positive impact, is clear, concise, articulate and assertive when providing information and considered logical and reasoned in presenting own case. Able to compromise with customers (or other stakeholder) by convincing them of one's ideas and thoughts from various point of view.
2. Has no involvement in making oral or written presentations or in getting ideas or views across to others. Not able to find acceptable solution for all the parties from mid/long term prospective instead of insisting on one's idea.
1. Colleagues and/or customers pay little attention to debate, proffered solutions or written work. Contributions within team or at meetings are generally not listened to.

Self Assessment

Score:

5	4	3	2	1
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Example:

Assessment by Appraising Officer

Score:

5	4	3	2	1
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Example:

- (8) For Part C and D, they are mandatory parts for Appraising Officer, and have to be filled upon the discussion with your Appraisee;

Part C: Learning and Development Plan (To be completed by Appraising Officer and Employee collaboratively)

For Appraising Officer: please evaluate the strengths and weaknesses of the employee and develop an action plan to improve the employee's work performance in collaboration with him/her.

Competency Gap Identification

Professional Competency	1.	Interpersonal Skill
	2.	Conflict Resolution
	3.	
Core Competency	1.	Problem Solving and Decision Making
	2.	Customer Focus
	3.	Nil

Part D: Goals Setting For The Coming Year (Not applicable for Mid-Yearly Appraisal)

This part shall be completed by the Appraising Officer and the Employee collaboratively.

Key Responsibilities	Goals	Measurements	Weight
			
			Completion Date

- (9) For Part E, it is a mandatory part for both Appraisee and Appraising Officer. If no further feedback from both parties, “**No Comment**” shall be marked in the text box for record;

Part E: Overall comments from Employee / Appraising Officer

Please enter your comments


No Comments

- (10) After all mandatory parts of the Form are completed, please tick the checkbox to confirm that “I have read and agreed with the completed parts” and press the “**Submit**” button to submit your Form;

☒ I have read and agreed with the completed parts

[Confirm & Submit](#)

- (11) After the Form was successfully submitted, a confirmation box will be shown as below;



Thank you. Your form have been submitted for review.

[Back](#)

- (12) When both Appraisee and Appraising Officer submitted the appraisal results, the following message will be shown and the Form will be locked for alternative scorings and further comments by Countersigning Officer under Part A total and Part B total, if any.

PERFORMANCE APPRAISAL FORM

The form had been submitted. Changes are not allowed. Please contact IT if amendment is needed.

Employee Information