

# **Performance Appraisal Online Form**

## **Quick Reference Guide**



## **Introduction**

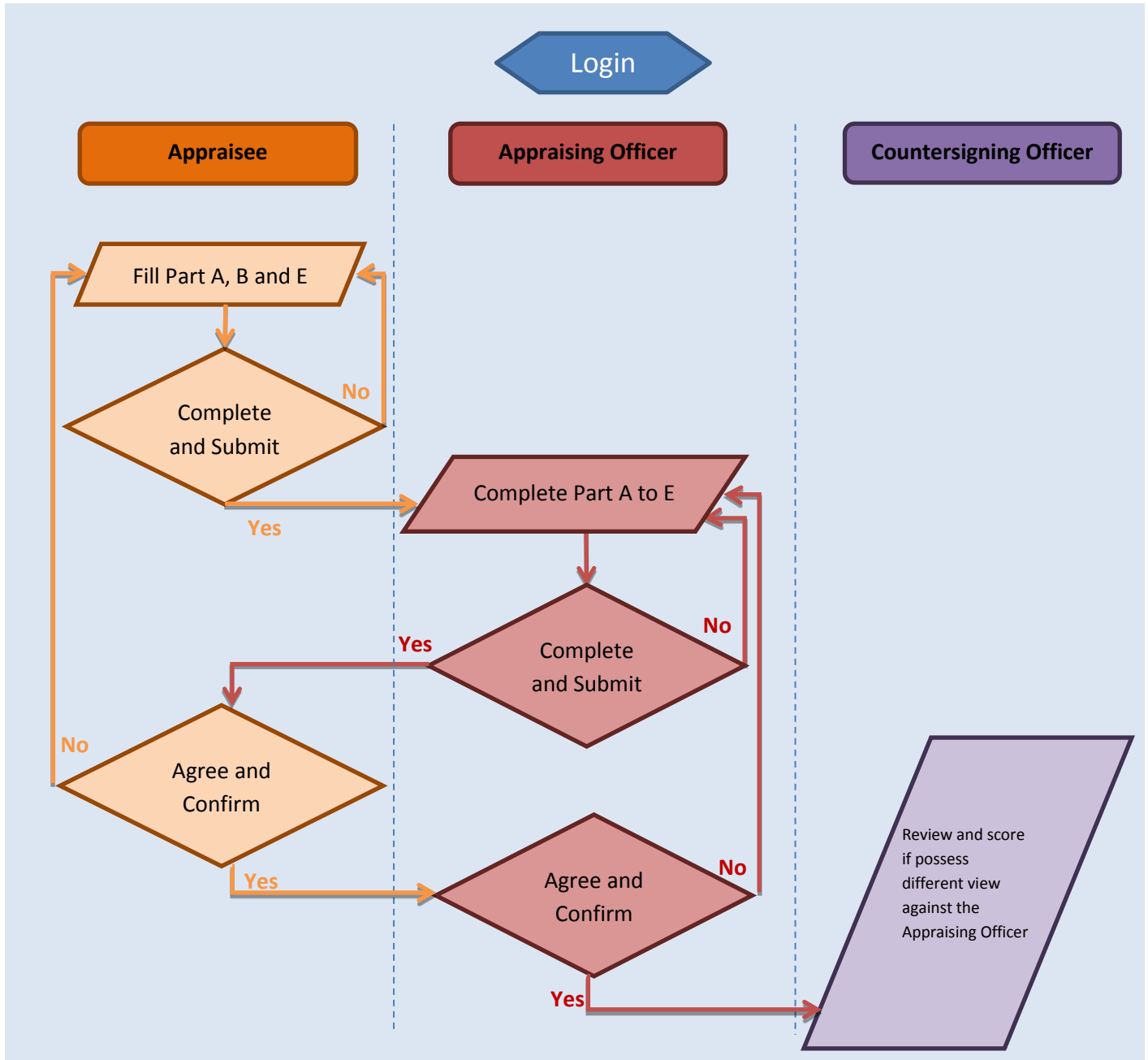
There are THREE roles and responsibilities in the Performance Appraisal:

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

<b>Roles</b>	<b>Description/Responsibilities of the Role</b>
<b>Appraisee</b>	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.
<b>Appraising Officer</b>	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).
<b>Countersigning Officer</b>	Countersigning Officer has to read all Parts and agree with the appraisals done by the Appraising Officer.

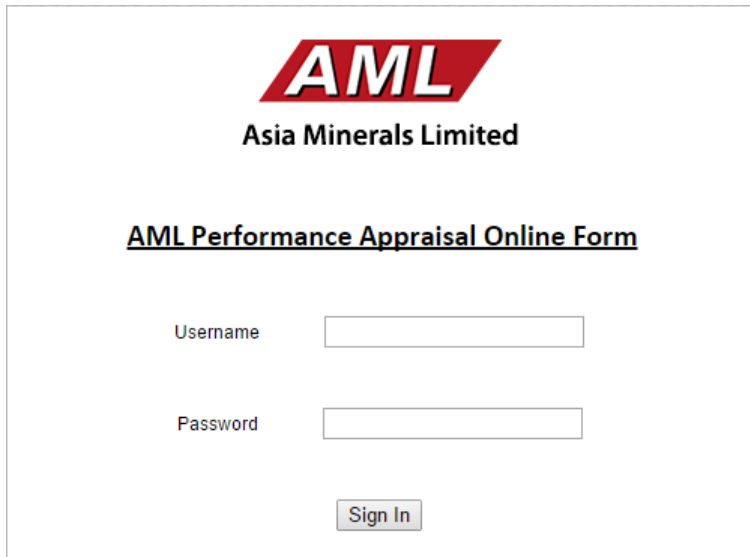
A staff may need to act on multiple roles and complete few Performance Appraisal Forms depending on his/her job positions in the team/department.

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



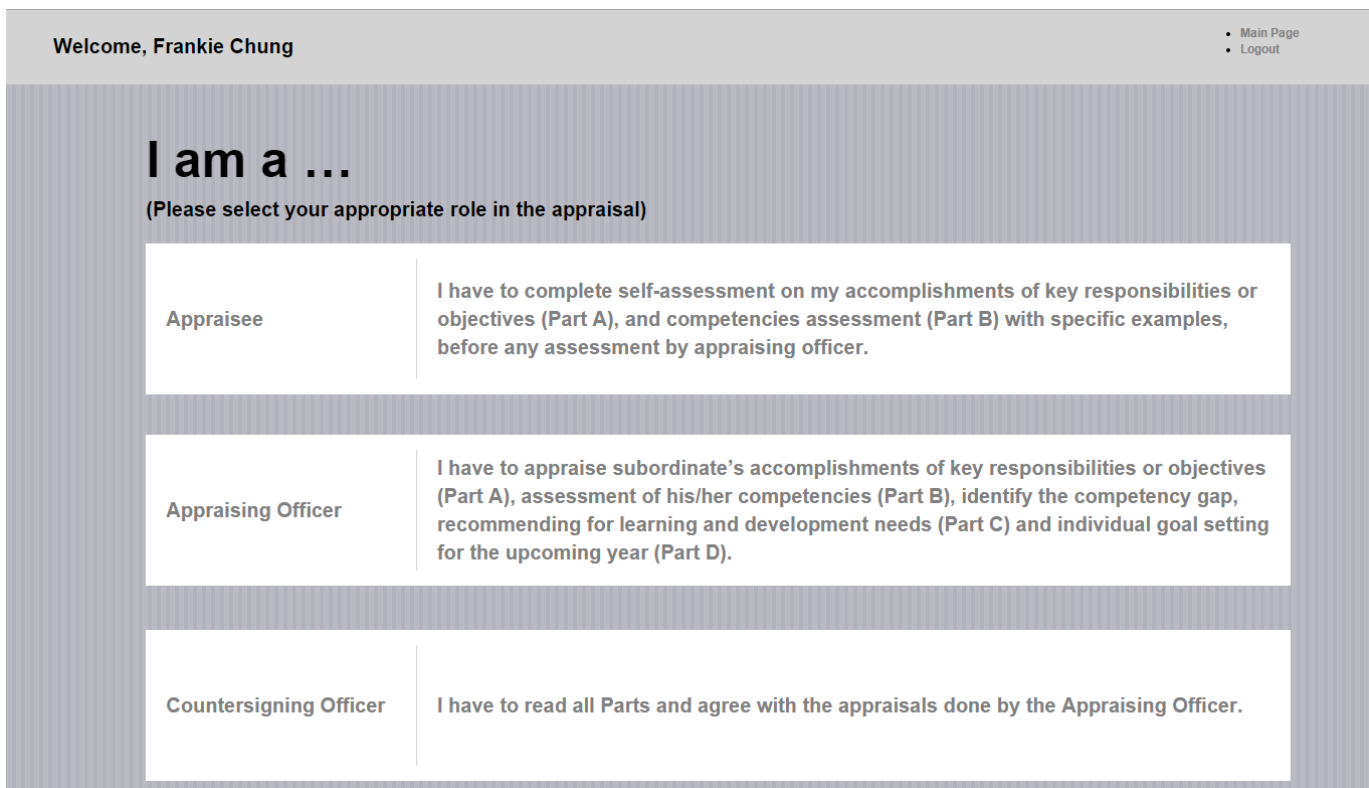
## **Steps of Login and Completion**

- (1) You could access the online Performance Appraisal Form on <http://eoffice.asia-minerals.com/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 AML Performance Appraisal Online Form. At the top is the AML logo (Asia Minerals Limited). Below it, the title "AML Performance Appraisal Online Form" is underlined. There are two input fields: "Username" and "Password". Below the password field is a "Sign In" button.

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



The screenshot shows the role selection page after login. The header bar says "Welcome, Frankie Chung" and has links for "Main Page" and "Logout". The main content area has the heading "I am a ..." followed by 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%.

<p>For Employee</p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Key Responsibilities or Objectives:</span> <span>Achievements/Results Achieved</span> </div> <div style="display: flex;"> <div style="width: 30%; height: 150px; border: 1px solid #ccc; margin-right: 5px; position: relative;"> <span style="position: absolute; top: 5px; left: 5px;">✕</span> </div> <div style="width: 70%; height: 150px; border: 1px solid #ccc; position: relative;"> <div style="position: absolute; top: 5px; right: 5px;">↑</div> <div style="position: absolute; bottom: 5px; right: 5px;">↓</div> </div> </div> </div>
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- (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

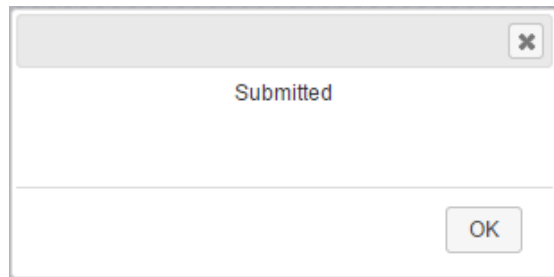
No Comments

- (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;



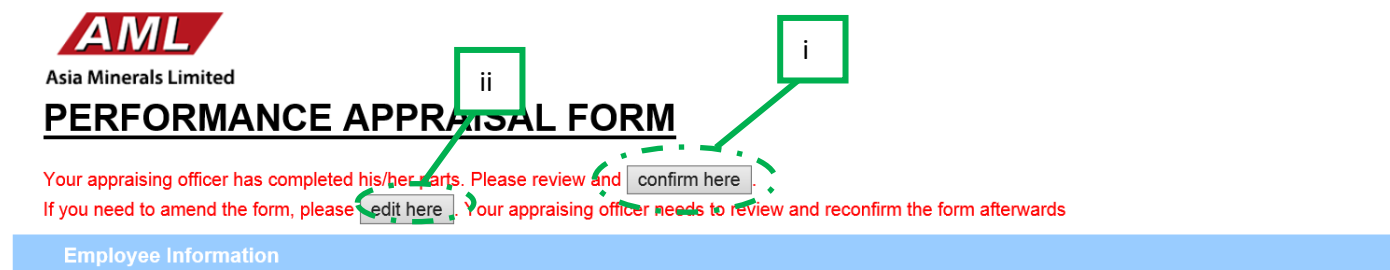
A screenshot of a form submission confirmation area. It features a checkbox with a checkmark and the text "I have read and agreed with the completed parts". Below this is a button labeled "Submit".

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



A screenshot of a confirmation dialog box. The box has a title bar with a close button (X). The main text says "Submitted". At the bottom right is an "OK" button.

- (12) After submission of the Form, a new message will be shown on the top as below when you entered the Form again;



A screenshot of the top section of the "PERFORMANCE APPRAISAL FORM". It includes the AML Asia Minerals Limited logo. Below the title, there is a message in red text: "Your appraising officer has completed his/her parts. Please review and confirm here." and "If you need to amend the form, please edit here." Below this is a blue bar labeled "Employee Information". Annotations include a green box labeled "i" pointing to the "confirm here" button, a green box labeled "ii" pointing to the "edit here" button, and a green dashed circle around the "confirm here" button.

- (13) If the Appraisee agree the appraisal scores and comments given by the Appraising Officer, please click the “**confirm here**” button to agree and confirm; If the Appraisee would like to modify the completed Form, please press the “**edit here**” button to edit and submit again to the Appraising Officer;



A screenshot of the top section of the "PERFORMANCE APPRAISAL FORM". It includes the AML Asia Minerals Limited logo. Below the title, there is a message in red text: "Your appraisee has completed his/her parts. Please review and confirm here." and "If you need to amend the form, please edit here. (Please inform your appraisee to review and submit if you have changed it)". Annotations include a green box labeled "iii" pointing to the "confirm here" button, a green box labeled "iv" pointing to the "edit here" button, and a green dashed circle around the "confirm here" button.



- (14) After acknowledgement of Appraisee, the Appraising Officer should also click the “**confirm here**” button to confirm the results; If the Appraising Officer would like to modify the completed Form, please press the “**edit here**” button to edit and submit again to the Appraising Officer;
- (15) When both Appraisee and Appraising Officer confirmed 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.



Asia Minerals Limited

## **PERFORMANCE APPRAISAL FORM**

Both parties confirmed the form. Changes are not allowed at the moment.