



APPRAISAL FOR NON EXECUTIVE / TECHNICAL STAFF

Name	:			
Employee No.	:		Date Joined :	
Position	:		Dept/Division :	
Grade	:		Appraisal Date :	
Appraiser	:			
Appraised for	:	<input type="text"/>	Bonus	<input type="text"/>
		<input type="text"/>	Confirmation / Contract Expiry	<input type="text"/>
				Annual Increment / Annual Performance Preview
				Promotion / Special Salary Adjustment

Appraisal is a systematic evaluation of employees performance. An effective appraisal conducted should fulfill the following criteria : -

- Encourage quality performance by rewarding those who do well
- Improve current performance by giving workers feedback
- Provide a channel of communication between Management and subordinates

This appraisal is divided into job knowledge, work performance, communication and others factor, such as commitment and loyalty to the Company.

INSTRUCTIONS FOR COMPLETION

1. To ensure a uniform standard of rating employee competency level, please read the skills description given below carefully. **Do not use your own standard of rating.**
2. Assess staff according to the following rating :

RATINGS		DESCRIPTION
5	Excellent	This is a key area of competency. Has complete and comprehensive knowledge and consistently exceeds required objectives and produces accurate and thorough work.
4	Commendable	Has job knowledge that exceeds normal expectations. Frequently achieves goals beyond normal expectations.
3	Competent	Good basic understanding of job functions. Meets assigned goals and objectives.
2	Fair	Moderate in understanding of job functions. Needs guidance and training. Minimum standards of work is being met.
1	Marginal	Has little understanding of most phases of the job and has little concern for end result.

3. Add any comments you deem necessary to justify the rating you have given in the column provided. You are encouraged to quote examples.

A. CORE SKILLS

NO	FACTORS	RATINGS	COMMENTS
I. JOB KNOWLEDGE (Maximum 35 Marks)		(1 - 5)	
1	Ability to understand the components, purposes and objectives of the job.		
2	Applies acquired knowledge and skills to the job.		
3	Awareness of technology, new practices and method/procedures of work.		
4	Willingness to seek new development / knowledge and skills in the field of expertise.		
5	Willingness to share acquired knowledge and skills.		
6	Willingness to take on new tasks as a process of learning.		
7	Ability to give constructive feedback relating to job in order to improve productivity.		
	SUB-TOTAL	35	
II. WORK PERFORMANCE (Maximum 35 Marks)			
1	Quality of Work – Degree of accuracy, thoroughness and attention to detail displayed in work.		
2	Ability to complete volume of work with speed and satisfaction.		
3	Ability to work with minimal supervision in meeting datelines.		
4	Ability to apply technical skills in order to complete job and achieve department objectives.		
5	Ability to execute jobs with own motivation; initiative and perseverance and with a strong sense of responsibility.		
6	Possess strong team spirit, interpersonally sensitive to group dynamics.		
7	Punctuality in work and appointments.		
	SUB-TOTAL	35	

B . ESSENTIAL SKILLS

NO	FACTORS	RATINGS	COMMENTS
I. COMMUNICATION (Maximum 15 Marks)		(1 – 5)	
1	Ability to develop and convey information in writing and orally.		
2	Listen, understands and responds effectively with people.		
3	Ability to express issues well and ideas clearly and concisely.		
	SUB TOTAL	15	
II. OTHERS (Maximum 15 Marks)			
1	Preventability and dressing in accordance with work and function.		
2	Display reasonable level of commercial acumen through an understanding of cost, risks, prices and competitor standards.		
3	Display commitment and loyalty to the company; is trustworthy; sincere and reliable.		
	SUB-TOTAL	15	
OVERALL PERFORMANCE RATING / MARKS		100	

Please tick (/) in the below boxes based on the overall performance rating / marks.

Rating / Mark	Description	Overall Comments
85 - 100	Exceptional	<input type="checkbox"/>
70 - 84	Superior	<input type="checkbox"/>
55 - 69	Competent	<input type="checkbox"/>
40 - 54	Fair	<input type="checkbox"/>
Below 40	Marginal	<input type="checkbox"/>

Note : Please refer to **Appendix 1** for detail description of rating / marks.

Appraised by : _____
Head of Department

Date : _____

Does the work, productivity and performance commensurate with the existing basic salary ?

☐

Yes

☐

No

Recommendations and Comments by the Appraiser :

Recommendations and Comments by **HEAD OF DIVISION** :

Recommendations and Comments by **MANAGING DIRECTOR** :

Recommendations and Comments by **GROUP CHIEF EXECUTIVE OFFICER** :

Proposed Increment : RM _____

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FOR HUMAN RESOURCE DEPARTMENT USE ONLY

Present Basic Salary : _____

Present Allowances (if any) : _____

Last Salary Increment : Date : _____

Amount : _____

Remarks : _____

FOR EXECUTIVE CHAIRMAN USE ONLY

Salary Increment : _____

New Basic Salary : _____

New Allowance (if any) : _____

Effective Date : _____

If *promotion*, new designation : _____

Comments :

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DATO' GULZAR MOHAMAD BIN NOOR MOHAMED
Executive Chairman

.....
Date

Appendix 1

TOTAL RATING / MARKS	PERFORMANCE	DESCRIPTION
85 - 100	Exceptional	Recognised as a real expert in this job. All work is accurate, thorough and completed in a timely manner. Continually exceeds objectives. Shows unusual initiative and is a self started. Takes the best approach to getting the job done.
70 - 84	Superior	The employee is accomplishing more than expected. Each project or job is done thoroughly and completely. Requires only occasional supervision and follow-up. Does own planning, anticipates problem and takes responsibilities without defaulting in other areas.
55 - 69	Competent	The employee is performing in a full, complete and satisfactory manner. Errors are few and seldom repeated. Requires normal supervision and follow-up. Completes regular work and projects on schedule.
40 - 54	Fair	The employee is meeting the minimum requirements for the position. Needs close supervision. Performance is expected to improve.
39 and below	Marginal	The employee is not meeting the minimum performance requirements. Quality and quantity of work is not what is expected. Performance must improve to be retained.