

PRIVATE & CONFIDENTIAL

MTD GROUP

**PERFORMANCE APPRAISAL FORM
(NON EXECUTIVE)**

PART 1 KEY RESPONSIBILITIES AREA (S) – 50% OF OVERALL RATING

Name : _____

Designation : _____

Department/Company : _____

PERFORMANCE RATING GUIDE			
Rating	Classification	Marks	Description
5	Outstanding	85 - 100	Consistently exceeds expectations. Performance is consistently superior to standards required for the job.
4	Good	70 - 84	Performance frequently exceeds position requirements.
3	Satisfactory	50 - 69	Performance consistently meets position requirements
2	Needs Improvement	25 - 49	Performance is inconsistent. Performance meets some, but not all positions requirements
1	Unsatisfactory	0 - 24	Performance consistently fails to meet position requirements, lacks skills required or fails to utilize necessary skills

No	Key Performance Indicators/Key Responsibilities Area (KPI/KRA)	Expected Results/Goals Achievement	Remarks	Rating
1.				
2.				
3.				
4.				
5.				
			Total	

RATING PART 1 :
$$\frac{\quad}{25} \times 50\% = \underline{\hspace{2cm}}$$

***Note:**

Please tick appropriate score for each factor. Consider only one factor at time. Do not allow rating given for one factor to affect decision for others. Consider performance and behavior for entire appraisal period. Do not concentrate only on recent events or isolated incidents.

PART 2 : EVALUATION OF BEHAVIORAL AND POTENTIAL / LEADERSHIP FACTORS – REPRESENTS 50% OF OVERALL RATING

(This section is to be filled by Appraiser after Discussion with Appraisee)

1. Integrity

Whether the employee possesses the values of honesty, truthfulness and sincerity in his/her various dealings with superiors, peers, subordinates as well as internal and external customers. Also consider ability to admit mistakes and steps taken to rectify the situation.

1	2	3	4	5
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2. Dependability Towards Responsibility Assigned

Ability to execute job with minimum supervision, monitor projects and exercise adequate follow-through, adhere to time frames, ensure timely attendance for meetings and appointments; and respond appropriately to instructions and procedures.

1	2	3	4	5
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3. Work Habit and Proficiency

Ability to ensure the accuracy, reliability and neatness of work produced within approved time frame; comply with established work rules and organizational policies; display a positive and cooperative attitude toward work assignments and requirements; show positive work attitude and discipline by being fully responsible, be accountable and committed in executing, implementing or carrying out tasks or job functions assigned.

1	2	3	4	5
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4 Planning and Organising

Ability to plan and organise work; coordinate with others; establish appropriate priorities and meet deadlines; anticipate future needs; allocate resources; carry out assignments effectively.

1	2	3	4	5
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5. Initiative and Resourcefulness

Ability to execute tasks willingly and without instructions; accept changes and open to ideas positively; seek and assume greater responsibilities; monitor projects independently and follow through appropriately; initiate and contribute new ideas and methods by providing and supporting with in-depth study, accurate data and input, knowledge on the matter, justified reasons and rationale.

Also consider how creative and innovative the employee is, in his/her way of thinking; whether simple or complicated in making decisions.

1

2

3

4

5

6. Teamwork / Cooperation

Ability in establishing human relations, good co-operation and acceptance towards group objectives, maintaining effective work relationship with internal customers and co-workers, providing full support and supervising as a contributing team member and demonstrating due consideration to others.

1

2

3

4

5

7. Problem Solving and Decision Making

Ability to identify problems, recognize and correctly evaluate pertinent factors and arrive at timely and logical course of action and make decisions logically; gather and analyses data relevant to the problems and formulate alternatives that will most efficiently solve the problems.

1

2

3

4

5

8. Leadership Skills

Ability to lead and guide others in all matters particularly concerning their work; establish leadership qualities by giving clear instructions, directions and targets; use appropriate leadership styles to instruct, encourage, inspire, motivate and guide people in achieving Company's objectives; maintain discipline, work standards and morale; demonstrate effective supervisory abilities to gain respect and cooperation; inspire and motivate subordinates and direct work group towards common goal.

1

2

3

4

5

9. Communication/ Interpersonal Skills

Ability to communicate clearly and effectively in a tactful manner; to establish and maintain effective work relationship with superiors, peers, subordinates and customers in both written and oral communication; to express ideas clearly and effectively both orally and in writing, to listen well and respond appropriately; to communicate the business direction and strategies to subordinate(s).

1	2	3	4	5
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10. Discipline and Punctuality

Consider the employee's general work discipline in adhering to the Company's policies, rules and regulations, which include daily attendance and punctuality; the trend and record of staff discipline during the year. e.g. counseling, reminders, warnings etc.

Ability to be present at work place at any time and produce expected productivity without loss in output.

1	2	3	4	5
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RATING PART 2 : 50 x **50%** = _____

OVERALL RATING : PART 1 + PART 2 = _____

Comments by Employee : _____

Employee's Signature

Date

Comments by 1st Appraiser (Immediate Superior / Manager) :

Name & Signature

Date

Reviewed by 2nd Appraiser (Department Head / HOD) :

Name & Signature

Date

Approved by President & Chief Executive Officer :

Name

Signature

Date

Summary by Human Capital Division :

Name

Signature

Date