



PERFORMANCE APPRAISAL FORM
(For Non-Executive and Direct Labour)

Name : Emp-No :
Designation : Date Joined :
Division : Department :
Period under review :

3 **TRAINING**
List any formal training employee has attended in the past one year and any training planned for the next one year.

**OVERALL ASSESSMENT (Please tick)
PERCENTAGE**

<input type="checkbox"/>	90 - 100	Excellent	<input type="checkbox"/>	50 - 69	Average
<input type="checkbox"/>	80 - 89	Very Good	<input type="checkbox"/>	49 and below	Below Average
<input type="checkbox"/>	70 - 79	Good			

Check below the statement which best reflect your present thinking with respect to the career development of the individual :

☐ Employee's current performance is satisfactory

☐ Job Enlargement / Additional Responsibilities : _____

☐ Better suited for another field. Which field? _____

☐ Other comments : _____

Recommendation from Supervisor :

Supervisor's name, signature & date

Recommendation from Department Manager :

Department Manager's name, signature & date

Appraisee's acknowledgement

Name & Signature

Date

1. PERFORMANCE FACTORS

Explain specific strengths and weakness

Please indicate the score in the box provided

1.1 JOB KNOWLEDGE

The level of relevant knowledge and skills that are required for the job. The ability to effectively apply the knowledge and skills towards the performance of the job.

- | | <u>SCORE</u> | <u>COMMENTS</u> |
|---|--------------------------|-----------------|
| a Competent knowledge to cope with the job requirement within his concern | <input type="checkbox"/> | |
| b Understanding of procedures and work methods | <input type="checkbox"/> | |
| c Ability in picking up new methods and practices | <input type="checkbox"/> | |
| d Able to cope with new problems and situations effectively | <input type="checkbox"/> | |
| e Creative and able to innovate, to do work in new ways and forms | <input type="checkbox"/> | |

TOTAL SCORE ☐ / 5 ☐

1.2 QUALITY OF WORK

The outcome of the appraisee's efforts and the quality of his work.

- | | | |
|---|--------------------------|--|
| a Meet standard of job requirement, accuracy and neatness | <input type="checkbox"/> | |
| b Output is always of high quality | <input type="checkbox"/> | |
| c Make efforts to improve his own performance | <input type="checkbox"/> | |

TOTAL SCORE ☐ / 3 ☐

1.3 QUANTITY OF WORK

The appraisee's capacity for work, the quantum of actual work done by him/her and whether these are adequate for the work to be carried out successfully. Consideration of work volume must take into account of the time consumed and the quatm and quality of work produced during that time.

- | | | |
|---|--------------------------|--|
| a Efficiency and volume of output | <input type="checkbox"/> | |
| b Produces exceptional work beyond his assigned tasks | <input type="checkbox"/> | |
| c Consistently meets deadlines | <input type="checkbox"/> | |

TOTAL SCORE ☐ / 3 ☐

1.4 Teamwork/Co-operation Willingness to help others. Ability to work in harmony with others as a team. Ability to be a cooperative and congenial member of the work group.		
a Ability to gain co-operation from peers/subordinates	<input style="width: 40px; height: 25px;" type="text"/>	
b Enthusiastic in helping co-workers. Accepts instructions from supervisors well	<input style="width: 40px; height: 25px;" type="text"/>	
c A team worker. Has good relationship with colleagues and is well accepted by them	<input style="width: 40px; height: 25px;" type="text"/>	
TOTAL SCORE	<input style="width: 40px; height: 25px;" type="text"/> / 3	
1.5 Dependability/Responsibility The attitude towards the job as reflected in the sense of responsibility towards work and the company. Interest, enthusiasm and effort shown in job.		
a Willingness to assume new / additional responsibilities	<input style="width: 40px; height: 25px;" type="text"/>	
b Has strong sense of responsibility/urgency	<input style="width: 40px; height: 25px;" type="text"/>	
c Exceptionally dedicated, industrious and conscientious in work. Put in best effort	<input style="width: 40px; height: 25px;" type="text"/>	
TOTAL SCORE	<input style="width: 40px; height: 25px;" type="text"/> / 3	
1.6 Initiative Ability to proceed with the job without being told every detail.		
a Displays resourcefulness and initiatives	<input style="width: 40px; height: 25px;" type="text"/>	
b Self-starter and ability to learn thing by himself	<input style="width: 40px; height: 25px;" type="text"/>	
c Frequently offers practical ideas and solutions. Constantly seeks new and better ways of doing things	<input style="width: 40px; height: 25px;" type="text"/>	
TOTAL SCORE	<input style="width: 40px; height: 25px;" type="text"/> / 3	
1.7 Housekeeping, Safety and Cost Consciousness The willingness to comply with safety rules and regulations and concern for the safety of fellow workers.		
a Understands and observes safety rules	<input style="width: 40px; height: 25px;" type="text"/>	
b Conforming to company regulations / ISO requirements	<input style="width: 40px; height: 25px;" type="text"/>	
b Keeps the workplace neat and tidy / takes good care of equipment	<input style="width: 40px; height: 25px;" type="text"/>	
c Reduces wastage on work materials and processes	<input style="width: 40px; height: 25px;" type="text"/>	
TOTAL SCORE	<input style="width: 40px; height: 25px;" type="text"/> / 4	

1.8 Attendance / Punctuality The regularity of the appraisee's attendance at work and punctuality.		
a Attendance and medical record. Without unauthorised absenteeism	<input style="width: 40px; height: 25px;" type="text"/>	
b Never late to work. Report to work place on time, I.e. after meal / tea breaks.	<input style="width: 40px; height: 25px;" type="text"/>	
c Always at the place of work	<input style="width: 40px; height: 25px;" type="text"/>	
TOTAL SCORE	<input style="width: 40px; height: 25px;" type="text"/> / 3	
TOTAL SCORE (Out of 80) <input style="width: 40px; height: 25px;" type="text"/> / 80 X 100 = <input style="width: 40px; height: 25px;" type="text"/> %		
2 PERFORMANCE SUMMARY Summarize the employee's overall performance, considering responsibilities, results, performance factors and processes. This summary may reflect how the employee performed against objectives without comparing this performance with others doing similar work.		
2.1 Strengths of the employee		
2.2 Weaknesses of the employee		
2.3 Recommendations for improvement of performance and personal (job related) skills		
2.4 What action plans regarding future work improvements, career development, etc have been discussed in the appraisal interview?		