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					
	90 - 100 Excellent 50 - 69 Average					
	80 - 89 Very Good 49 and below Below Average					
	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 : Recommendation from Department Manager :					
						
	Supervisor's name, signature & date Department Manager's name, signature & date					
	Appraisee's acknowledgement					
	Name & Signature Date					



Name :

PERFORMANCE APPRAISAL FORM

(For Non-Executive and Direct Labour)

Emp-No :

Designation :			Date Joined :
Division :			Department :
Period under review	v :		
	DRMANCE FACTORS a specific strengths and weakness	Please indi	Low High cate the score 1 10
		or the job. The abili	ty to effectively apply the knowledge and skills towards
		SCORE	COMMENTS
a	Competent knowledge to cope with the job requirement within his concern		
b	Understanding of procedures and work methods		
c	Ability in picking up new methods and practices		
d	Able to cope with new problems and situations effectively		
e	Creative and able to innovate, to do work in new ways and forms		
	TOTAL SCORE	/5	
	TY OF WORK come of the appraisee's efforts and the quality of his work.		
a	Meet standard of job requirement, accuracy and neatness		
b	Output is always of high quality		
c	Make efforts to improve his own performance		
	TOTAL SCORE	/3	
The app carried	ITY OF WORK praisee's capacity for work, the quantum of actual wor out successfully. Consideration of work volume must ed during that time.		and whether these are adequate for the work to be f the time consumed and the quatum and quality of work
a	Efficiency and volume of output		
b	Produces exceptional work beyond his assigned tasks		
с	Consistently meets deadlines		
	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.	1.8 Attendance / Punctuality The regularity of the appraisee's attendance at work and punctuality.		
Ability to gain co-operation from a peers/subordinates	Attendance and medical record. Without unauthorised absenteeism		
Enthusiastic in helping co-workers. b Accepts instructions from supervisors well	b Never late to work. Report to work place on time, Le. after meal / tea breaks.		
A team worker. Has good relationship with colleagues and is well accepted by them	c Always at the place of work		
TOTAL SCORE /3	TOTAL SCORE /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.	TOTAL SCORE (Out of 80) / 80 X 100 = %		
Willingness to assume new / additional a responsibilities b Has strong sense of responsibility/urgency	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.		
Exceptionally dedicated, industrious and c conscientious in work. Put in best effort	2.1 Strengths of the employee		
TOTAL SCORE /3			
1.6 Initiative Ability to proceed with the job without being told every detail.			
a Displays resourcefulness and initiatives	2.2 Weaknesses of the employee		
b Self-starter and ability to learn thing by himself			
Frequently offers practical ideas and solutions. c Constantly seeks new and better ways of doing things			
TOTAL SCORE /3	2.3 Recommendations for improvement of performance and personal (job related) skills		
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			
Conforming to company regulations / ISO b requirements			
Keeps the workplace neat and tidy / takes good b care of equipment	2.4 What action plans regarding future work improvements, career development, etc have been discussed in the appraisal interview?		
C Reduces wastage on work materials and processes			
TOTAL SCORE /4			