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 wit	h 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 :				
					
					
CHAI YUET NGOH Supervisor's name, signature & date	Department Manager's name, signature & date				
Appraisee's acknowledgement					
Name & Signature	Date				



PERFORMANCE APPRAISAL FORM

(For Non-Executive and Direct Labour)

me : MOHAMED HERMAN SHAH BIN ROSLAN Emp-No : 20044723

Designation : SNR ENGINEERING ASST II Date Joined : 13-Sep-2004

Division : Customer Solutions Department : Supplier Performance Engineering

Period under review : 2021-07-01 to 2022-06-30

1.		ORMANCE FACTORS specific strengths and weakness	Please inc	licate the score High 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 perfromance of the job.				
			SCORE	COMMENTS
	a	Competent knowledge to cope with the job requirement within his concern	0	
	b	Understanding of procedures and work methods	0	
	c	Ability in picking up new methods and practices	0	
	d	Able to cope with new problems and situations effectively	0	
	e	Creative and able to innovate, to do work in new ways and forms	0	
		TOTAL SCORE 0.00	/5 0.00	
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	0	
	b	Output is always of high quality	0	
	с	Make efforts to improve his own performance	0	
		TOTAL SCORE 0.00	/3 0.00	
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 quatum and quality of work produced during that time.				
	a	Efficiency and volume of output	0	
	b	Produces exceptional work beyond his assigned tasks	0	
	С	Consistently meets deadlines	0	
		TOTAL SCORE 0.00	/3 0.00	

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.
a Ability to gain co-operation from peers/subordinates	a Attendance and medical record. Without unauthorised absenteeism
b Enthusiastic in helping co-workers. Accepts instructions from supervisors well	Never late to work. Report to work place on time, I.e. 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 0.00 /3 0.00	TOTAL SCORE 0.00 /3 0.00
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) 63.20 /80 X 100 = 79.00 %
Willingness to assume new / additional responsibilities	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
b Has strong sense of responsibility/urgency	work.
Exceptionally dedicated, industrious and c conscientious in work. Put in best effort	2.1 Strengths of the employee
TOTAL SCORE 0.00 /3 0.00	
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. Constantly seeks new and better ways of doing things	
TOTAL SCORE 0.00 /3 0.00	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	
b Conforming to company regulations / ISO requirements	
b Keeps the workplace neat and tidy / takes good 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 0.00 /4 0.00	