



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

<b>1.8 Attendance / Punctuality</b> The regularity of the appraisee's attendance at work and punctuality.		
a Attendance and medical record. Without unauthorised absenteeism <span style="float: right;"><input style="width: 40px; height: 25px;" type="text"/></span>  b Never late to work. Report to work place on time, I.e. after meal / tea breaks. <span style="float: right;"><input style="width: 40px; height: 25px;" type="text"/></span>  c Always at the place of work <span style="float: right;"><input style="width: 40px; height: 25px;" type="text"/></span>		
TOTAL SCORE <input style="width: 40px; height: 25px;" type="text"/> / 3 <input style="width: 40px; height: 25px;" type="text"/>		
TOTAL SCORE <input style="width: 40px; height: 25px;" type="text"/> (Out of 80) / 80 X 100 = <input style="width: 40px; height: 25px;" type="text"/> %		
<b>2 PERFORMANCE SUMMARY</b> 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.		
<b>2.1 Strengths of the employee</b>		
<b>2.2 Weaknesses of the employee</b>		
<b>2.3 Recommendations for improvement of performance and personal (job related) skills</b>		
<b>2.4 What action plans regarding future work improvements, career development, etc have been discussed in the appraisal interview?</b>		