



**青雲冷氣工程有限公司**  
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**Employee Performance Evaluation**

Name :	LEOW CHI TAT	Department	PROJECT	Fieldwork period	DEC
Standard For Evaluation				Rating	Subtotal
				Standard score	Self-evaluation
				Dept. Review	Evaluation of leader's in charge
Workforce's behaviour and attitudes (45 points)	Sense of responsibility	Proactive, high level of responsibility and will get things done well.	13		
		Moderate level of responsibility, able to get things done well.	10		
		Low level of responsibility, can get things done well.	8		
		Lack of responsibility, treat work unbusinesslike.	6		
	Sense of diligence	Hard work, like job from bottom of heart	13		
		Punctual and compliant, work actively and not lazy	10		
		Not punctual, work inactively and need to be supervised	8		
		Take private matters strongly, often off work, late, assigned work poorly	6		
	Sense of royalty	Have confidence in the company's current situation and future, think dedication first then return later	10		
		Take works and responsibility assigned by company strongly, not just a mean of livelihood	8		
		Words and deeds are still normative, no deviant behavior	6		
		Emphasis on self-awareness, only talk about acquisition, not dedication	4		
	Sense of reliability	Good character, consistent words and deeds, lead by example	10		
		Good communication skills and behaviour	9		
		Honest, normal behaviour	8		
		Not honest enough, always seek truth from facts	4		
Working potential and effort ( 55 points )	Teamwork ability	Be good at unity and cooperation, take the lead and give full play to the advantages of the department	13		
		Able to cooperate with others to ensure that the department completes the tasks	9		
		Not cooperative enough with the leader and others to complete the task	8		
		Difficult to cooperate with others and become a burden for the company and department	4		
	Execution ability	Conscientiously implement the various tasks assigned by the leaders, have a strong understanding, work effectively and quickly.	13		
		Quick implement various tasks assigned by the leaders, and sometimes provide reasonable suggestions	9		
		The implementation of the force is average, and it needs to be supervised	7		
		Poor work's attitude and inactively in work	6		
	Work efficiency	Complete work with high accuracy, speed, quality, error-free	15		
		Able to distinguish between priorities, complete tasks on time and with high quality, and the results are satisfactory	13		
		Complete tasks under the guidance and supervision of superiors, and make mistakes when working	10		
		The work is not prioritized, the efficiency is low, and there are mistakes in the work	8		
	Comprehensive quality	Good at learning, innovative spirit, economic awareness, ability to create benefits	13		
		Focus on the company's interests, maintain the company's image, respect and maintain leadership prestige	10		
		Won't do anything detrimental to the company's interests and say anything detrimental to the company's image	8		
		Don't have high requirements for yourself in all aspects, and work ability needs to be improved	6		
Subtotal			100		

Attendance Rewards and Punishment Records	Late	Early leave	Annual leave	Medical Leave	Unpaid Leave	Absent	Reward	Penalty
			2day					