

XF218.02 PERFORMANCE APPRAISAL FORM

REASON FOR APPRAISAL (Please tick ☒ the appropriate box)

☐ End of Contract (Returning)

☐ End of Contract (Not Returning)

☐ Medical

☐ Periodical

☐ Other (Promotion, Transfer, Re-designation, Resignation, etc)_____

RECOMMENDATION (Please tick ☒ the appropriate box and elaborate if necessary)

☐ Promote to : _____

☐ Rehire same rank : _____

☐ Re-designate to : _____

☐ NON-Renewal of Contract : _____

☐ Do not rehire : _____

REMARKS :

ASSESSOR

Name : _____

Position : _____

Date of appraisal : _____

Signature : _____

APPRAISEE

Name : _____

Position : _____

Signature : _____

APPRAISEE’S REMARKS :

Endoresed by Club Manager_____
(In the event of DNR or overall average rating of Poor of Fair)

(Note : This form must be submitted by Personnel Department to HR Club- Fleet Manager)

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RANK & FILE CREW

CLUB OPERATIONS

| EMPLOYEE | DETAILS |
|-----------------------------|----------|
| Name (per SAP) | |
| SAP Number | |
| Position | |
| Department | Vessel : |
| Nationality | |
| Commencement of Contract | |
| Number of Contract | |
| Contract Duration | |
| Sign-off date (if relevant) | |

| PROFICIENCY RATING SCALE | |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (5) | <div>EXCELLENT</div> <div>Approximately 0-10% of employees</div> <div><ul style="list-style-type: none">Consistently exceeds performance expectationsExcels in the effective application of skillsEspecially effective in the development and use of supportive skillsPromotes organizational policies, the quality of its product and its reputations demonstrates and conveys a favourable Image of the Company,Possesses all traits associated with excellence.</div> |
| (4) | <div>VERY GOOD</div> <div>Approximately 10-20% of employees</div> <div><ul style="list-style-type: none">is consistent, dependable and accurate in carrying out responsibilities to a success conclusionDisplays industriousness, conscientiousness and diligence in performing tasksOften makes valuable suggestions for improvement. Demonstrates self-reliance and resourcefulnessViews new assignments as an opportunity for growth</div> |
| (3) | <div>GOOD</div> <div>Approximately 00-70% of employees</div> <div><ul style="list-style-type: none">Performance regularly meets job requirements.Understands and knows how to get along with co-workersMay need guidance & support and seek out new skills</div> |
| (2) | <div>FAIR</div> <div>Approximately 10-20% of employees</div> <div><ul style="list-style-type: none">Always inconsistent in meeting job requirementsAt times unable to complete normal work tasks without guidance and support.Does not fully recognize the value of seek out new knowledge and skills for maintaining their technical competence.</div> |
| (1) | <div>POOR</div> <div>Approximately 0-10% of employees</div> <div><ul style="list-style-type: none">Always fails performance expectationsRegularly violates organizational policies.Is not aware or may not care about the value of seeking out new knowledge and skills for maintaining their technical competence</div> |

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INSTRUCTION-Tick (v) the correct box

1.

JOB KNOWLEDGE

- Demonstrates a comprehensive knowledge of the field
- Clearly understands purposes, objectives, practices and procedures of the department.
- Is alert to current practices
- Demonstrates strong technical and operational knowledge
- Additional criteria and/or comments

1

2

3

4

5

2.

WORK QUALITY

- Demonstrates accuracy, thoroughness and orderliness in performing work assignments
- Can detect flaws and imperfections
- Displays a professional style of work
- Additional criteria and/or comments

1

2

3

4

5

3.

PUNCTUALITY AND ATTENDANCE

- Consistently punctual
- Regular in attendance
- Additional criteria and/or comments

1

2

3

4

5

4.

JOB ATTITUDE

- Displays a positive attitude towards job and others.
- Displays persistent attention to the job
- Projects objectivity
- Additional criteria and/or comments

1

2

3

4

5

5.

INITIATIVE AND CREATIVITY

- Is a self-starter
- Has high degree of originality and creativity
- Find new and better ways of performing the job
- Additional criteria and/or comments

1

2

3

4

5

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6.

COMMUNICATION SKILLS

- Confident in communicating with superiors, peers and guests
- Responds quickly to all oral and written communication
- Effective in using verbal and non-verbal communication.
- Additional criteria and for comments

1

2

3

4

5

7.

INTERPERSONAL SKILLS AND COOPERATION

Superiors

- Show trust and respect, can work effectively multiple superiors

1

2

3

4

5

8.

Colleagues

- Understands and knows how to get along with co workers, respect for other cultures.

1

2

3

4

5

9.

Guests

- The extent to which a staff builds and maintains relationships with guests
- Anticipates guests needs and makes the best
- Impression in every situation

1

2

3

4

5

Method For Calculating Score :

FORMULA : Total Points Totals + Total Items

Eg:

Total Points = 34

Total Items = 9

Result=3.77 (which is between 3.60-4.59 points) Tick

v

 in "Very Good" box

Note: If Pains #9 is not applicable, in box should be left blank and total points should be divided by 8, x 9

| | | | | |
|-----------------|--------------|--------------|--------------|--------------|
| CREW SCORE: | | | | |
| <div></div> | <div></div> | <div></div> | <div></div> | <div></div> |
| Excellent | Very Good | Good | Fair | Poor |
| Ex 4.60-5.00pts | 3.60-4.59pts | 2.60-3.59pts | 1.60-2.59pts | 1.00-1.59pts |