

KAJIMA (MALAYSIA) SDN. BHD.

User's Manual for Employee Self Service Application System (E-Appraisal)

02nd Nov 2015

Login to the Application System via URL <http://172.18.0.4/ehr/Login.aspx>

Support browser : Internet Explorer and Google Chrome only



Select E-Appraisal → E-Appraisal Application

[E - Appraisal](#)

[E - Appraisal Application](#)

E-Appraisal (To be completed by Appraisee)

(1) To set Target & Achievement

Appraisal: [Target & Achievement](#) | [Skills](#) | [Comments](#) | [Report](#) | [Help](#)

a) Achievement on Career Target

1. Click on “**Personal**” [1]
2. Select the current “**Appraisal Period**” [2]; example July – December 2015
3. Complete the “**Principal Duties**” [3] during the appraisal period
4. Describe your “**Achievement**” [4] for the Career Target set earlier
5. Indicate “**Scores**” [5] on your own Achievement
6. To view the **1st Appraiser’s Comment(s)** on your “Career Target” [6] set
7. Upon completion, Press **OK** [7] to save

Remarks :

You have **60 minutes** to complete your achievement. Please press the “OK” button to save the work done if you are unable to complete all or to refresh the time limit.

59 Minutes 0 Seconds

[1] ☒ Personal
☐ Subordinate

[2] Appraisal Period: July - December 2015

Department :
 Designation :

Staff Level :
 Year(s) of Service :

Principal Duties

Testing [3]

Career Target (1)	Achievement (1)
Testing	[4]

[5]

Appraisee	1st Appraiser	2nd Appraiser
Weightage : 70	Weightage : 30	Weightage : 30
Scores : [5]	Scores : [5]	Scores : [5]
Difficulty : Medium	Difficulty : [5]	Difficulty : [5]

1st Appraiser's Comment(s)

Career Target	Achievement
Testing [6]	

Rating Points

5 = Excellent - Exceptional success with excellent quality.
 4 = Good - Superior success that is exceeded expectation.
 3 = Average - Fully success as per expectation.
 2 = Below Average - Minimum success - lack of awareness & quality.
 1 = Poor - Unsatisfactory that do not meet minimum requirement.

Level of Difficulties

H = High - Above the appraisee current level.
 M = Medium - Comparable with the appraisee current level.
 L = Low - Below the appraisee current level.

[7] OK

Appraisal: [Target & Achievement](#) | [Skills](#) | [Comments](#) | [Report](#) | [Help](#)

b) Set Career Target for next Appraisal Period

1. Click on “**Personal**” [1]
2. Select for next appraisal period “**Appraisal Period**” [2]
3. Set your “**Career Target**” [3] for the next 6 months. Minimum one Career Target needed to be set
4. Assigned **Weightage (%)** to the Career Target [4] set
5. Repeat step 3 to 4 if you have more than one Career Target.
6. Upon completion, Press **OK** [5] to save

Remarks :

Total weightage must equal to **100%**

69 Minutes 52 Seconds

[1] ☒ Personal
☐ Subordinate

[2] Appraisal Period: January - June 2016

Department :
Designation :

Staff Level :
Year(s) of Service :

Principal Duties

Career Target (1)

[3]

Achievement (1)

Appraisee
Weightage : [4] Scores : Difficulty :

1st Appraiser
Scores : Difficulty :

2nd Appraiser
Scores : Difficulty :

1st Appraiser's Comment(s)

Career Target

Achievement

Rating Points

5 = Excellent - Exceptional success with excellent quality.

4 = Good - Superior success that is exceeded expectation.

3 = Average - Fully success as per expectation.

2 = Below Average - Minimum success - lack of awareness & quality.

1 = Poor - Unsatisfactory that do not meet minimum requirement.

Level of Difficulties

H = High - Above the appraisee current level.

M = Medium - Comparable with the appraisee current level.

L = Low - Below the appraisee current level.

[5] OK

(2) Skills

Appraisal: [Target & Achievement](#) | [Skills](#) | [Comments](#) | [Report](#) | [Help](#)

1. Click on “**Personal**” [1]
2. Select the current “**Appraisal Period**” [2]
3. Complete all ten (10) questionnaires by selecting the points indicated in the drop down arrow [3].
4. Total points is auto calculated [4]
5. Press **OK** [5] to save

69 Minutes 23 Seconds

[1] ☒ Personal
☐ Subordinate

Appraisal Period: July - December 2015 [2]

Rating Points	
1 = Poor	Failed to meet requirements
2 = Below Average	Able to meet minimum requirements, needs further improvement
3 = Average	Acceptable, fully meet requirements
4 = Good	Exceeded the requirements
5 = Excellent	Exceptionally; significantly exceeded requirements

No.	Items	Description	Points Given By (Points from 1 - 5)	
			Appraiser	1st Appraiser
1	Core Technical and Related Skill	Consistently enhance core technical and related skills in relation with the latest updates and development Understand and apply to achieve the optimum results in consideration of company's interest and compliances	[3]	
2	Judgement Skill	Makes judgement with best solution to safeguard company's interest Well versed with the current changes in construction industry Making judgement against normal norm per se that can maximise company advantage		
3	Responsibility and Commitments	Understand own responsibilities and roles in a team Fully committed to achieve company's target disregard of personal benefits Responsible and committed to the work assigned as a member of the company Understands the purposes of deferring own needs and objectives and assists others in meeting their needs		
9	Change Orientation and Develop Others	Introduce/Implement new ideas and changes to meet the pace of business To motivate and develop the subordinates with the most appropriate development plan for each and every subordinate future direction Minimise barriers for future development and to discover the talents of subordinates to develop more leaders		
10	Trouble Shooting	To trouble shoot problems with the most appropriate actions Makes complex plans, thinking ahead and analysis within a short time frame Prioritise the sequences of trouble shooting that minimise disruption of operational works and also to minimise client/company losses (if any)		
Total Points :			[4]	0
			Points Given By 2nd Appraiser	

[5]

(3) Comments – To view 1st Appraiser's Expectation/Feedback

Appraisal: [Target & Achievement](#) | [Skills](#) | [Comments](#) | [Report](#) | [Help](#)

1. Click on “**Personal**” [1]
2. Select the current “**Appraisal Period**” [2]
3. You can view your 1st Appraiser's comment(s) at [3]:

1st Appraiser's Expectation / Feedback to Appraisee :

59 Minutes 43 Seconds

[1] ☒ Personal
☐ Subordinate

[2] Appraisal Period July - December 2015

Department :

Designation :

Staff Level :

Year(s) of Service :

1st Appraiser's Overall Comment(s)													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #008080; color: white;"> <th colspan="2">Employee's Scores</th> </tr> <tr> <td style="text-align: center;">Achievement</td> <td style="width: 50px;"></td> </tr> <tr> <td style="text-align: center;">Skill</td> <td></td> </tr> <tr> <td style="text-align: center;">Total</td> <td></td> </tr> <tr> <td style="text-align: center;">Ranking</td> <td style="text-align: center;"> <div style="border: 1px solid black; padding: 0 5px;"> </div> </td> </tr> <tr> <td colspan="2" style="font-size: small;">(against 12 months period)</td> </tr> </table>	Employee's Scores		Achievement		Skill		Total		Ranking	<div style="border: 1px solid black; padding: 0 5px;"> </div>	(against 12 months period)	
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Achievement													
Skill													
Total													
Ranking	<div style="border: 1px solid black; padding: 0 5px;"> </div>												
(against 12 months period)													

1st Appraiser's Expectation / Feedback to Appraisee :
[3]

2nd Appraiser's Overall Comment(s)													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #008080; color: white;"> <th colspan="2">Employee's Scores</th> </tr> <tr> <td style="text-align: center;">Achievement</td> <td style="width: 50px;"></td> </tr> <tr> <td style="text-align: center;">Skill</td> <td></td> </tr> <tr> <td style="text-align: center;">Total</td> <td></td> </tr> <tr> <td style="text-align: center;">Ranking</td> <td style="text-align: center;"> <div style="border: 1px solid black; padding: 0 5px;"> </div> </td> </tr> <tr> <td colspan="2" style="font-size: small;">(against 12 months period)</td> </tr> </table>	Employee's Scores		Achievement		Skill		Total		Ranking	<div style="border: 1px solid black; padding: 0 5px;"> </div>	(against 12 months period)	
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TRAINING NEEDS ANALYSIS (To be completed and recommended by 1st Appraiser)
<p>[1] Competent to perform daily roles & responsibilities </p> <p>if No; area to improve </p> <p>[2] Training Needs </p> <p>if Yes;</p> <p>- Type of Training or others</p> <p>- if external; focus on specific topic on </p> <p>- Monitor / supervised by </p>

OK

(4) Report

Appraisal: [Target & Achievement](#) | [Skills](#) | [Comments](#) | [Report](#) | [Help](#)

For you to print out your Appraisal Form, if necessary

(i) Target [1]

Show the target and achievement

(ii) Skill [2]

(iii) Comments [3]

Please always ensure you have selected the correct “Appraisal Period”

Print [4]

Select the respective report and press the “Printer” to print the relevant reports that required

KAJIMA (MALAYSIA) SDN. BHD.
EMPLOYEE'S APPRAISAL FORM

Appraisal Period : July - December 2015
 Appraiser's Name :
 Designation :
 Staff Level :
 Dept/Sec/Project :
 1st Appraiser :
 2nd Appraiser :

(A) APPRAISER'S PRINCIPAL DUTIES

(B) CAREER TARGET - ACHIEVEMENT

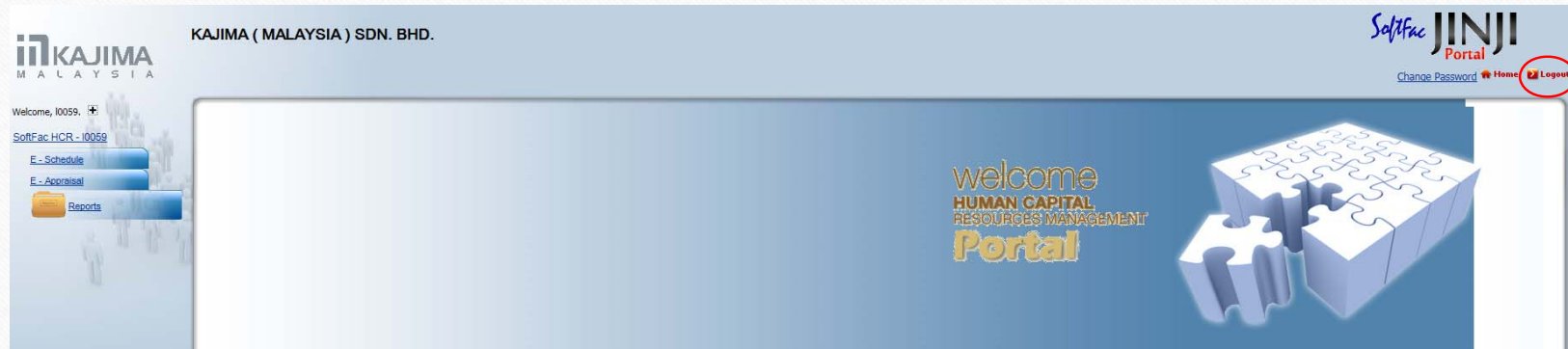
Target	Appraiser's Name	Designation	Staff Level	Dept/Sec/Project	1st Appraiser	2nd Appraiser
Target						
Achievement						

(C) SKILLS

Target	Appraiser's Name	Designation	Staff Level	Dept/Sec/Project	1st Appraiser	2nd Appraiser
Target						
Achievement						

Logout

Always remember to press  **Logout** from the system after you have completed your work or whenever you are about to leave your working desk due to the information contain are highly confidential.





The End