

# **KAJIMA (MALAYSIA) SDN. BHD.**

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

02<sup>nd</sup> 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 **1<sup>st</sup> 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 :

1st Appraiser

Difficulty :    Scores :

2nd Appraiser

Difficulty :    Scores :

1st Appraiser's Comment(s)

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)		
<b>Total Points :</b>				0
			Points Given By 2nd Appraiser	

[5]

### (3) Comments – To view 1<sup>st</sup> 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 1<sup>st</sup> 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;"> <thead> <tr style="background-color: #008080; color: white;"> <th colspan="2">Employee's Scores</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Achievement</td> <td style="text-align: center;"> </td> </tr> <tr> <td style="text-align: center;">Skill</td> <td style="text-align: center;"> </td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center;"> </td> </tr> <tr> <td style="text-align: center;">Ranking</td> <td style="text-align: center;"> </td> </tr> </tbody> </table>	Employee's Scores		Achievement		Skill		Total		Ranking	
Employee's Scores											
Achievement											
Skill											
Total											
Ranking											

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

2nd Appraiser's Overall Comment(s)											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #008080; color: white;"> <th colspan="2">Employee's Scores</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Achievement</td> <td style="text-align: center;"> </td> </tr> <tr> <td style="text-align: center;">Skill</td> <td style="text-align: center;"> </td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center;"> </td> </tr> <tr> <td style="text-align: center;">Ranking</td> <td style="text-align: center;"> </td> </tr> </tbody> </table>	Employee's Scores		Achievement		Skill		Total		Ranking	
Employee's Scores											
Achievement											
Skill											
Total											
Ranking											

TRAINING NEEDS ANALYSIS (To be completed and recommended by 1st Appraiser)
<p>[1] Competent to perform daily roles &amp; responsibilities <span style="border: 1px solid black; padding: 0 10px;"> </span></p> <p>if No; area to improve</p> <p>[2] Training Needs <span style="border: 1px solid black; padding: 0 10px;"> </span></p> <p>if Yes;</p> <p>- Type of Training <span style="border: 1px solid black; padding: 0 10px;"> </span> 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 :  
 Dept/Sec/Project :  
 1st Appraiser :  
 Designation :  
 Staff Level :  
 2nd Appraiser :  
 Year(s) of Service :

**A) APPRAISER'S PRINCIPAL DUTIES**

1. Target

**B) CAREER TARGET - ACHIEVEMENT**

(1) Career Target

Target No	Target	1st Appraiser	2nd Appraiser
70	Testing		

(2) Achievement

Achievement No	Achievement	1st Appraiser	2nd Appraiser
50	Testing		

(3) Comments

## E-Appraisal (To be completed by 1<sup>st</sup> Appraiser)

### (1) Target & Achievement

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

#### a) Achievement on Career Target

1. Select the right Appraisee on "Subordinate" [1]
2. Ensure the Appraisal Period is correct [2]
3. Always lock the Appraisee's session by pressing the **Lock Appraisee's Session** to prevent the Appraisee to make further amendment.
4. If you wish the Appraisee to amend his/her target after "Lock", you may unlock the session by pressing **Unlock Appraisee's Session**  

Session Locked:  
05/11/2015 9:42 AM
5. Evaluate Appraisee's achievement by indicating your "Scores" [3]
4. Give your comment(s) on the achievement achieved by the Appraisee [4]
5. Press OK [5] 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 37 Seconds
1st Appraiser

☐ Personal  
☒ Subordinate [1]

**Unlock Appraisee's Session**  
 Session Locked:  
 04/11/2015 10:35 AM

[2] Appraisal Period: July - December 2015

Department :  
 Designation :

Staff Level :  
 Year(s) of Service :

Principal Duties

Career Target ( 1 )	
Testing	

Achievement ( 1 )	
Testing	

Appraisee  
 Weightage : 50

Scores :

1st Appraiser  
 Difficulty : Medium

Scores : [3]

2nd Appraiser  
 Difficulty :

Scores :

1st Appraiser's Comment(s)	
Career Target	Achievement
All the career set are appropriate	[4]

**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



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

**b) Comment on Career Target Set for next Appraisal Period**

1. Select the right Appraisee on “Subordinate” [1]
2. Ensure the Career Target set is for the next appraisal period [2]
3. Indicate the Level of “Difficulty” for Career Target set by Appraisee [3]
4. Comment(s) on all Career Target set by the Appraisee [4]
5. Press **OK** [5] to save.

59 Minutes 44 Seconds
1st Appraiser

☐ Personal  
☒ Subordinate [1]  Lock Appraisee's Session

[2] Appraisal Period January - June 2016

Department :  
 Designation :

Staff Level :  
 Year(s) of Service :

Principal Duties

Career Target (1)	Achievement (1)
Testing	

Appraisee  
 Weightage : 100 Scores :

1st Appraiser  
 Difficulty : [3] Scores :

2nd Appraiser  
 Difficulty :  Scores :

Career Target	Achievement
[4]	

Rating Points	Level of Difficulties
5 = Excellent	H = High - Above the appraisee current level.
4 = Good	M = Medium - Comparable with the appraisee current level.
3 = Average	L = Low - Below the appraisee current level.
2 = Below Average - Minimum success - lack of awareness & quality.	
1 = Poor - Unsatisfactory that do not meet minimum requirement.	

OK [5]

## (2) Skills Appraisal

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

1. Select the right Appraisee on “Subordinate” [1]
2. Select for 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** to save [5]

59 Minutes 51 Seconds

1st Appraiser

☐ Personal  
☒ Subordinate [1]

Unlock Appraisee's Session  
 Session Locked:  
 04/11/2015 10:35 AM

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)	
			Appraisee	1st Appraiser
1	Communication	Communication - Internally & Externally		
		Business letter writing skill - Internally & Externally		
		Report writing	5 = Excellent [3]	
		Presentation skill - Oral & Written		
		Grammar		
2	Skill Ability	Apply right skill at right task assigned at all times	5 = Excellent	
		Can achieve work effectively and efficiently		
		Always keep own skills upgraded consistently		
3	Technical Knowledge	Enthusiasm to upgrade on the latest technical knowledge		
		Applied latest technical knowledge to achieve work effectively & efficiently	5 = Excellent	
		Fully aware of the on time amendment on the relevant technical knowledge to comply with relevant act		
10	Trouble Shooting	To trouble shoot problems with the most appropriate actions		
		Makes complex plans, thinking ahead and analysis within a short time frame	5 = Excellent	
		Prioritise the sequences of trouble shooting that minimise disruption of operational works and also to minimise client/company losses (if any)		
Total Points :			50	0 [4]

Points Given By 2nd Appraiser [5]

[5] OK

### (3) 1<sup>st</sup> Appraiser's Comments

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

1. Select the right Appraisee on “Subordinate” [1]
2. Select for the current Appraisal Period [2]
3. Complete the **Overall Comment(s)** pertaining to the Appraisee’s performance, contribution, weakness, strength, area to improve, etc [3].
4. **Employee's Scores** [4] show total scores given for the Appraisee within the 6 months period.  

Ranking	▼
(against 12 months period)	
5. To indicate the Appraisee’s “**Total Marks**” based on his/her 12 months performance which has been taking into consideration amongst the “**same team and/or within the same range of Staff Level**”; example of Staff Level 1 ~ 3, 4 ~ 6, 7 ~ 8 and 9 ~
6. To write down your Expectation or Feedback to Appraisee at [5] for his/her further improvement.
7. Complete “**Training Needs Analysis**” [6]:
  - Competency of the Appraisee
  - training needs
8. Press **OK** [7] to save

59 Minutes 43 Seconds 1st Appraiser

☐ Personal  
☒ Subordinate [1]

[2] Appraisal Period: July - December 2015  
 Department: \_\_\_\_\_ Designation: \_\_\_\_\_ Staff Level: \_\_\_\_\_ Year(s) of Service: \_\_\_\_\_

[3] 1st Appraiser's Overall Comment(s)

[4] Employee's Scores
 

Achievement	0.00
Skill	0.00
Total	0.00
Ranking	5 - Marks 0% (against 12 months period)

[5] 1st Appraiser's Expectation / Feedback to Appraisee :

[6] 2nd Appraiser's Overall Comment(s)

[6] TRAINING NEEDS ANALYSIS (To be completed and recommended by 1st Appraiser)
 

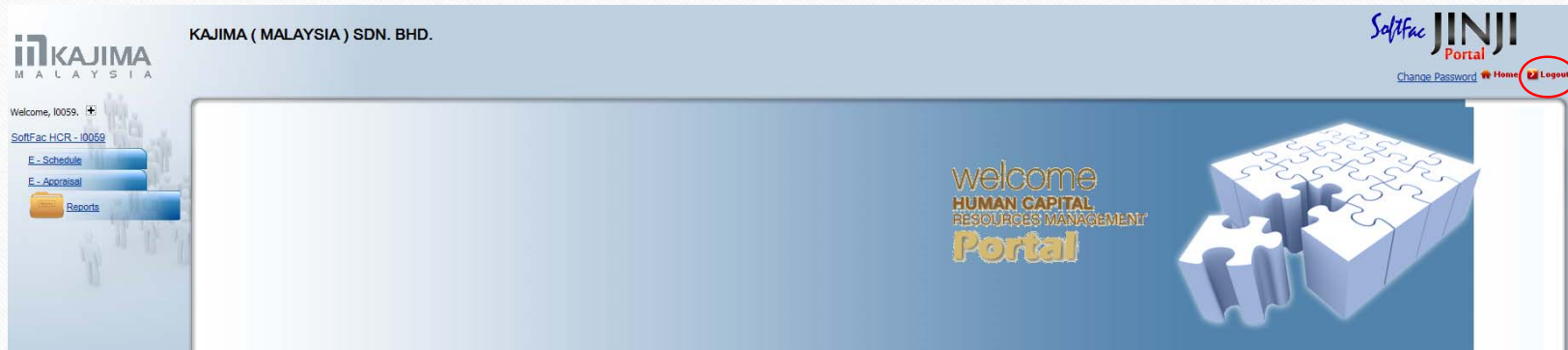
[1] Competent to perform daily roles & responsibilities	▼
[2] Training Needs	▼
Type of Training <input type="checkbox"/> or others <input type="checkbox"/> if external; focus on specific topic on _____ Monitor / supervised by _____	

[7] OK



## 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