

2025 YEAR-END PERFORMANCE REVIEW

Line Manager Session

Presented by	BU/FU
Chheng Chanlyly	FHRF
Time & Date	Location
25 th November 2025	Conference Room

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GROUP

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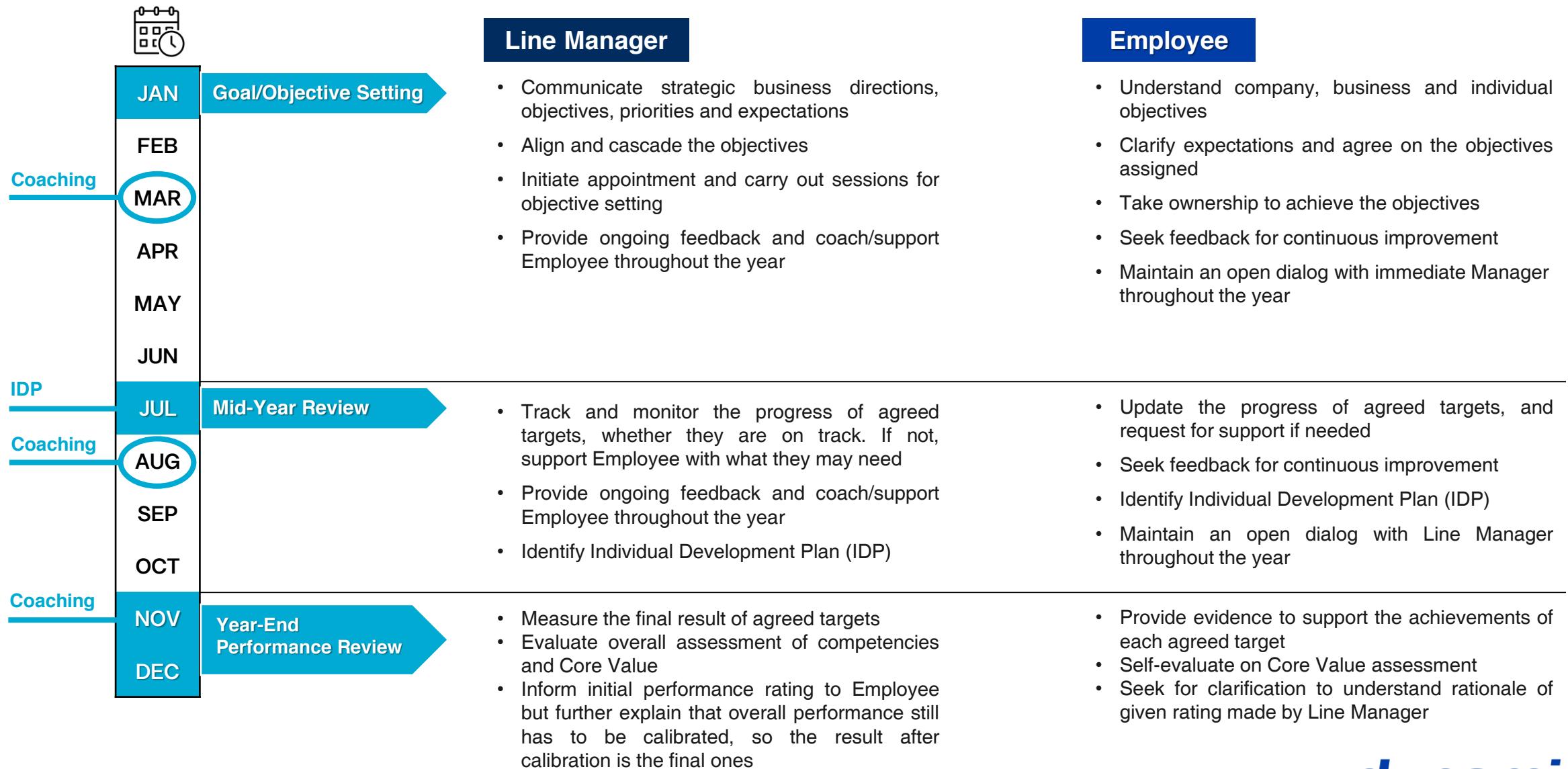
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1) PERFORMANCE MANAGEMENT PROCESS

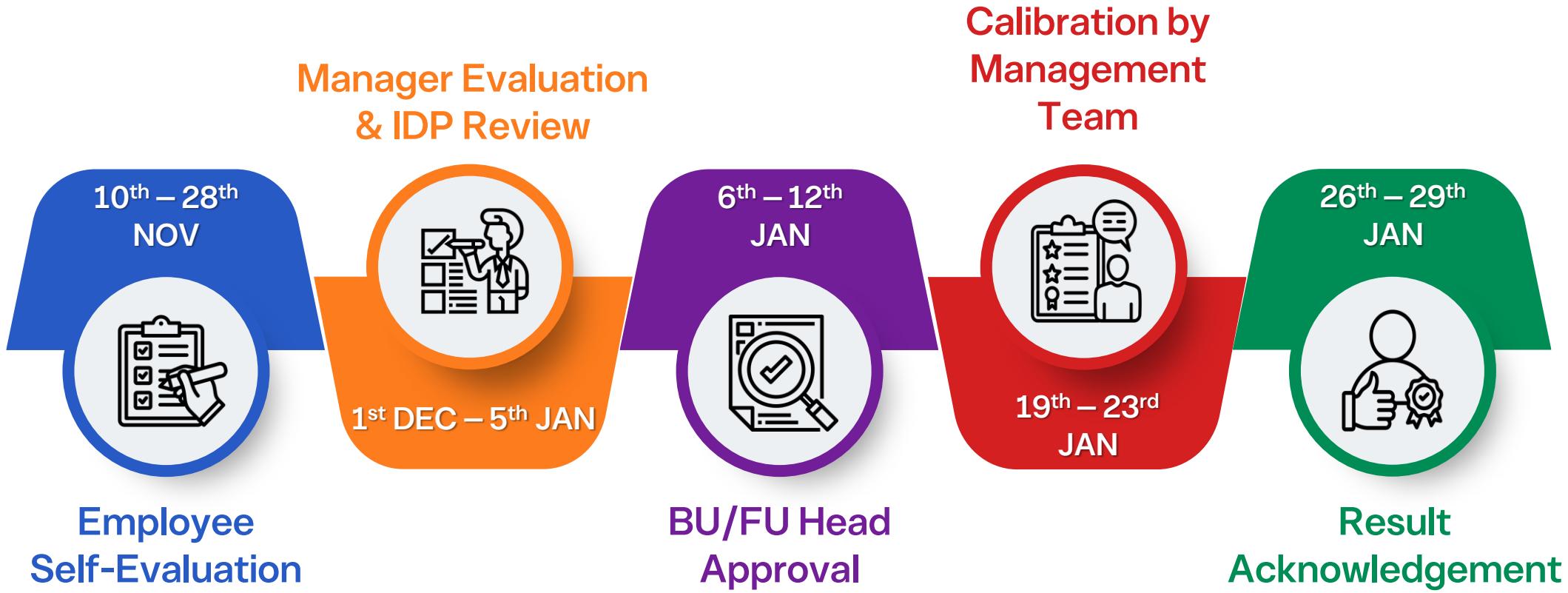


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1) PERFORMANCE MANAGEMENT PROCESS (Cont.)



2) 2025 YEAR-END PERFORMANCE REVIEW PROCESS & TIMELINE



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3) KEY STAKEHOLDER RESPONSIBILITIES

SELF-EVALUATION

MANAGER EVALUATION
& IDP REVIEW

EVALUATION RESULT APPROVAL

CALIBRATION

RESULT ACKNOWLEDGEMENT



EMPLOYEE

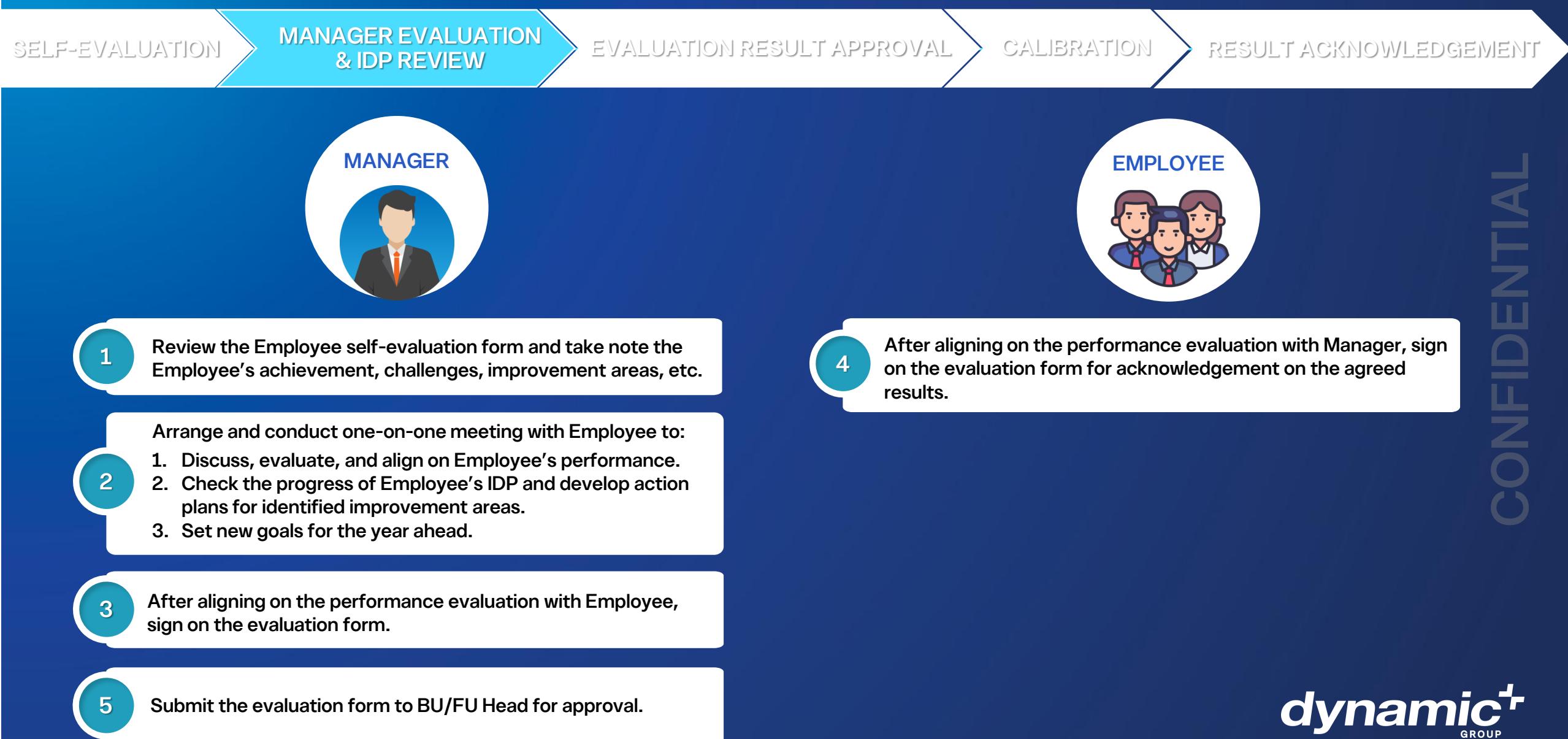
- 1 Assess and complete the self-evaluation on the form provided (KPI, core value and overall comment). Also, draft the new goals setting for the upcoming year.
- 2 Prepare supporting documents or references of KPI achievements.
- 3 Send the evaluation form and supporting documents via email to Line Manager and CC HROP.

***Remark:**

- HROP gets this notification to track the progress of the Employee's self-evaluation, also check and verify the Employee's KPI results with the supporting documents.

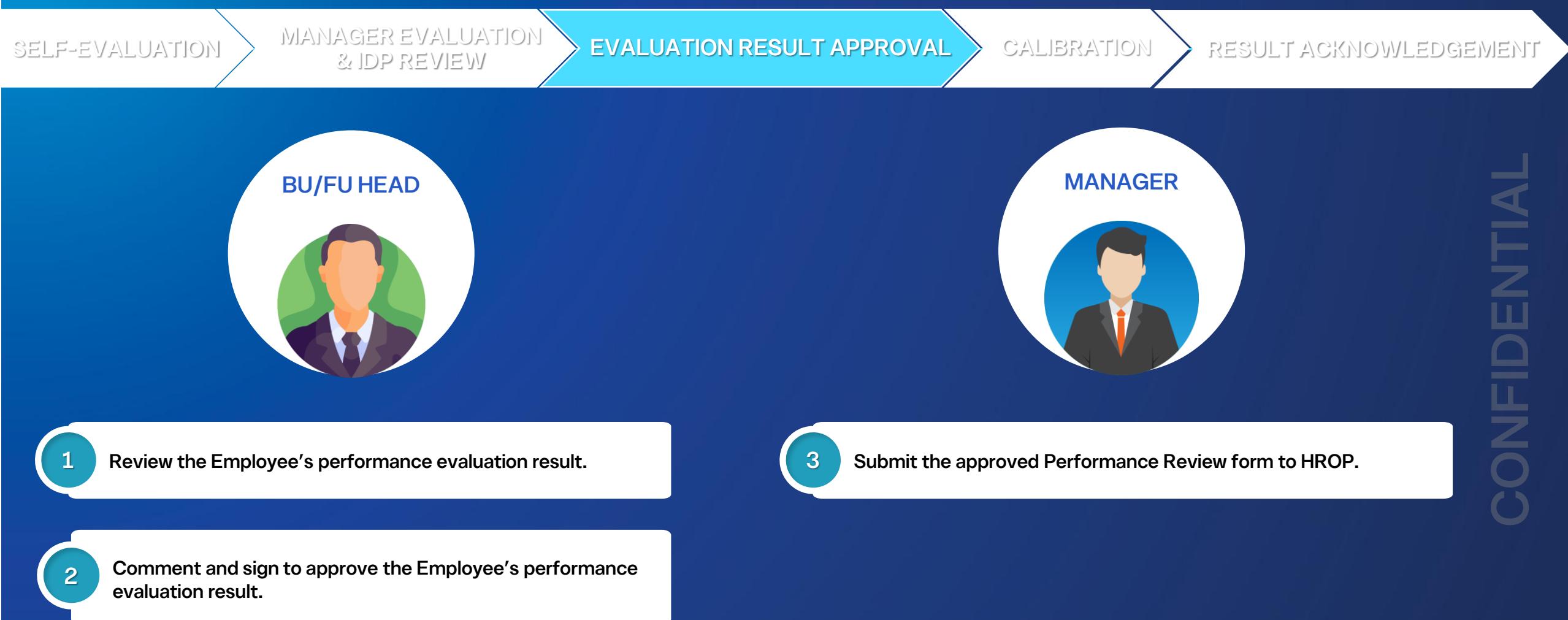
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3) KEY STAKEHOLDER RESPONSIBILITIES (Cont.)



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3) KEY STAKEHOLDER RESPONSIBILITIES (Cont.)



3) KEY STAKEHOLDER RESPONSIBILITIES BY STEP (Cont.)



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3) KEY STAKEHOLDER RESPONSIBILITIES (Cont.)



4)

GUIDELINE FOR EVALUATION

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WHAT SHOULD EMPLOYEE AND MANAGER PREPARE DURING SELF-EVALUATION?

EMPLOYEE

1. Reflect on Performance

Review and evaluate your goals, achievements, and areas for improvement.



2. Provide Evidence

Gather data or feedback to support your self-assessment.



3. Identify Strengths and Weaknesses

Highlight your key strengths and areas for development.



4. Set Future Goals

Propose and draft new goals for the next period.



5. Prepare Questions and Feedback

Prepare questions for your Manager and provide feedback on your role, team, or the organization.



MANAGER

1. Review Employee's Evaluation

Review the Employee self-evaluation. Also, note their achievements, challenges, and goals.



2. Gather Additional Data

Collect feedback and metrics for a comprehensive view of the Employee's performance if any.



3. Prepare for Discussion

Plan the evaluation meeting and outline key discussion points; agreement and discrepancy areas.



4. Provide Constructive Feedback

Prepare balanced feedback by recognizing strengths and guiding improvement/development areas.



5. Support Goal Setting

Refine the Employee's goals to align with team and organizational objectives, offering support and resources.



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WHAT SHOULD EMPLOYEE AND MANAGER DO DURING YEAR END EVALUATION?

MANAGER

1. Conduct the Evaluation Meeting



Lead the meeting; make sure the Employee feels valued and heard during the discussion.

2. Provide Balanced Feedback



Give specific and constructive feedback on the Employee's strengths and improvement areas.

3. Facilitate Goal Setting



Help the Employee set achievable goals that align with team and organizational needs.



4. Offer Support and Resources

Identify training needs, development opportunities, or resources, and providing the Employee support.



5. Document the Evaluation

Record key points; agreed goals and action items. Ensure clear mutual understanding of the next steps.

EMPLOYEE

1. Receive Feedback



Actively listen to Manager feedback; take notes and ask clarifying questions.



2. Engage in Discussion

Engage constructively, share your views, and be open to feedback.

3. Agree on Goal Setting



Work with Manager to set final goals and confirm expectations and resources.



4. Plan for Development

Discuss necessary training, development, or support, and create a professional growth plan.



5. Follow-up

Review feedback and goals. Create an action plan to address any areas for improvement and track your progress.

5) YEAR-END PERFORMANCE REVIEW FORM

SECTION 1: KPI Achievement Result.

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2025 ANNUAL PERFORMANCE EVALUATION																																																																																																																																																																																																								
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SECTION 2: Company Core Value Assessment.

SECTION 3: Overall Comment; Employee's Strengths & Development Areas

2025 ANNUAL PERFORMANCE EVALUATION

SECTION 2: CORE VALUE ASSESSMENT

NO.	CORE VALUES	Employee's Rating	Employee's Comments	Manager's Rating	Manager's Comments
1	Discipline and Diligence				
2	Enquiring				
3	Perseverance				
4	Integrity				
5	Accountability				

TOTAL SCORE: 0
TOTAL RATING: 0%

SECTION 3: OVERALL COMMENT

Employee's Comment	Strengths	Development Areas
BU/FU Head Overall Comment		

Prepared by: _____ Reviewed by Line Manager: _____ Reviewed by BU/FU Head: _____

Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____

Reviewed by HR: _____ Approved by CEO/MD/OD: _____

Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____

5) YEAR-END PERFORMANCE REVIEW FORM (Cont.)

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2025 ANNUAL PERFORMANCE EVALUATION

Business Function Unit					
Employee Name					
Position					
Join Date					
Evaluator's Name					
Evaluator's Position					

Rating Scales				
Unsatisfactory	Below Target	Meets Expectation	Exceeds Expectation	Outstanding
<80%	80-94%	95% - 105%	105% - 120%	121% - 140% (Gap)
E	D	C	B	A

Measurement	Category	Unit	Target	Threshold				Target Weight	Actual Results	% of Achievement	Weight	Rating Scores	Employee's Comments	Manager's Comments
				Below Target	Meets Expectation	Exceeds Expectation	Outstanding							
Company Goals				10%			0%							
1				10%			0%							
2				10%			0%							
3				10%			0%							
Achievement (%)				30%										
BU / FU Goals				15%			0%							
1				15%			0%							
2				10%			0%							
3				10%			0%							
4				10%			0%							
Achievement (%)				50%										
Individual Goals				20%			0%							
1				10%			0%							
2				5%			0%							
3				5%			0%							
Achievement (%)				20%				TOTAL WEIGHT	100%			0%	TOTAL ACHIEVEMENT	

Proposed by Employee: _____ Reviewed by Line Manager: _____ Approved by BU/FU Head: _____ Endorsed by FHRF: _____ Endorsed by FCFA: _____ Approved by CEO/MD/OD: _____

Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____

5) YEAR-END PERFORMANCE REVIEW FORM (Cont.)

Metrics: Measurement used to demonstrate how each goal is resulted.
 E.g. Total Revenue, Employee Retention Rate, Number of Training Hours, etc.

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2025 ANNUAL PERFORMANCE EVALUATION

Business Function Unit	Rating Scales				
Employee Name	Unsatisfactory	Below Target	Meets Expectation	Exceeds Expectation	Outstanding
Position	<80%	80-94%	95% - 105%	105% - 120%	121% - 140% (Gap)
Join Date	E	D	C	B	A
Evaluator's Name					
Evaluator's Position					

Measurement	Category	Unit	Target	Threshold				Target Weight	Actual Results	% of Achievement	Weight	Rating Scores	Employee's Comments	Manager's Comments
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3								10%			0%			
Achievement (%)														
Individual Goals														
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Achievement (%)														
TOTAL WEIGHT 100%										TOTAL ACHIEVEMENT 0%				

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5) YEAR-END PERFORMANCE REVIEW FORM (Cont.)

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Category: A grouping used to classify the goal whether it is financial or non-financial goal.

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2025 ANNUAL PERFORMANCE EVALUATION

Business /Function Unit					
Employee Name					
Position					
Join Date					
Evaluator's Name					
Evaluator's Position					

Rating Scales				
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5) YEAR-END PERFORMANCE REVIEW FORM (Cont.)

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Unit: The specific measurement type for the metric.

E.g. Percentage (%), Unit, Amount or Number (USD/Days/Hours), etc.

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Business Function Unit																						
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5) YEAR-END PERFORMANCE REVIEW FORM (Cont.)

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Target: The specific numerical value of the goal to be achieved.
E.g. 95%, USD 1.5M, 4 projects/year.

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Business Function Unit					
Employee Name					
Position					
Join Date					
Evaluator's Name					
Evaluator's Contact					

Rating Scales				
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Individual Goals								10%			0%				
1								5%			0%				
2								5%			0%				
3								20%			0%				
Achievement (%)								TOTAL WEIGHT	100%		0%	TOTAL ACHIEVEMENT			

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Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____

Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____

5) YEAR-END PERFORMANCE REVIEW FORM (Cont.)

Threshold: Levels or ranges that determine the status of performance.

E.g.

- Below Target: <94%
- Meets Expectation: 95%-105%
- Exceeds Expectation: 106%-120%

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2025 ANNUAL PERFORMANCE EVALUATION

Business Function Unit	Rating Scales				
Employee Name	Unsatisfactory	Below Target	Meets Expectation	Exceeds Expectation	Outstanding
Position	<80%	80-94%	95%-105%	106%-120%	121%-140% (Gap)
Join Date	E	D	C	B	A
Evaluator's Name					
Evaluator's Position					

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3									10%			0%			
Achievement (%)					50%			0%							
Individual Goals					10%			0%							
1									10%			0%			
2									5%			0%			
3									5%			0%			
Achievement (%)					20%			0%							
					TOTAL WEIGHT	100%									
									0%			TOTAL ACHIEVEMENT			

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Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____

5) YEAR-END PERFORMANCE REVIEW FORM (Cont.)

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Weight: A value assigned to the goals, usually expressed as a percentage. This weight reflects which goals are more significant than all others.

*Ensuring total weight of all goal equals 100%

- Total Company Goals = 30%
- Total BU/FU Goals = 50%
- Total Individual Goals = 20%

2025 ANNUAL PERFORMANCE EVALUATION												PRIVATE AND CONFIDENTIAL											
Business Function Unit Employee Name Position Join Date Evaluator's Name Evaluator's Position		Rating Scales																					
		Unsatisfactory	Below Target	Meets Expectation	Exceeds Expectation	Outstanding																	
		E	D	C	B	A	100% - 140% (Gap)																
Threshold																							
		Measurement	Category	Unit	Target	Below Target	Meets Expectation	Exceeds Expectation	Outstanding	Target Weight	Actual Results	% of Achievement	Weight	Rating Scores	Employee's Comments	Manager's Comments							
		Company Goals									10%		0%										
1										10%		0%											
2										10%		0%											
3										10%		0%											
		Achievement (%)										30%	0%										
		BU / FU Goals									15%		0%										
		1										15%		0%									
		2										15%		0%									
		3										10%		0%									
		Achievement (%)										50%	0%										
		Individual Goals									10%		0%										
		1										10%		0%									
		2										5%		0%									
		3										5%		0%									
		Achievement (%)										20%	0%										
TOTAL WEIGHT: 100%												0%	TOTAL ACHIEVEMENT										
Proposed by Employee:						Reviewed by Line Manager:						Approved by BU/FU Head:						Endorsed by FHR:		Endorsed by FCFA:		Approved by CEO/MD/OD:	
Name: _____ Position: _____ Date: _____			Name: _____ Position: _____ Date: _____			Name: _____ Position: _____ Date: _____			Name: _____ Position: _____ Date: _____			Name: _____ Position: _____ Date: _____			Name: _____ Position: _____ Date: _____								

5) YEAR-END PERFORMANCE REVIEW FORM (Cont.)

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2025 ANNUAL PERFORMANCE EVALUATION

Business Function Unit					
Employee Name					
Position					
Join Date					
Evaluator's Name					
Evaluator's Position					

Rating Scales				
Unsatisfactory	Below Target	Meets Expectation	Exceeds Expectation	Outstanding
<80%	80-94%	95% - 105%	106% - 120%	121% - 140% (Gap)
E	D	C	B	A

Measurement	Category	Unit	Target	Threshold			Target Weight	Actual Results	% of Achievement	Weight	Rating Scores	Employee's Comments	Manager's Comments
				Below Target	Meets Expectation	Exceeds Expectation							
Company Goals							10%			0%			
1							10%			0%			
2							10%			0%			
3							10%			0%			
Achievement (%)							30%			0%			
BU / FU Goals							15%			0%			
1							15%			0%			
2							15%			0%			
3							10%			0%			
4							10%			0%			
Achievement (%)							50%			0%			
Individual Goals							10%			0%			
1							5%			0%			
2							5%			0%			
3							20%			0%			
Achievement (%)							TOTAL WEIGHT	100%		0%			

Proposed by Employee: _____ Reviewed by Line Manager: _____ Approved by BU/FU Head: _____ Endorsed by FHRF: _____ Endorsed by FCFA: _____ Approved by CEO/MD/OD: _____

Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____

Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____

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5) YEAR-END PERFORMANCE REVIEW FORM (Cont.)

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2025 ANNUAL PERFORMANCE EVALUATION

Business /Function Unit					
Employee Name					
Position					
Join Date					
Evaluator's Name					
Evaluator's Position					

Rating Scales					
Unsatisfied	Below Target	Meets Expectation	Exceeds Expectation	Outstanding	
<80%	80-94%	95%-105%	106%-120%	121%-140% (Gap)	
E	D	C	B	A	

	Measurement	Category	Unit	Target	Threshold				Target Weight	Actual Results	% of Achievement	Weight	Rating Scales	Employee's Comments	Manager's Comments
					Below Target	Meets Expectation	Exceeds Expectation	Outstanding							
1									10%		0%				
2									10%		0%				
3									10%		0%				
	Achievement (%)								30%		0%				
	BU / FU Goals								15%		0%				
1									15%		0%				
2									15%		0%				
3									10%		0%				
4									10%		0%				
	Achievement (%)								50%		0%				
	Individual Goals								10%		0%				
1									5%		0%				
2									5%		0%				
3									20%		0%				
	Achievement (%)									TOTAL WEIGHT	100%				
											0%	TOTAL ACHIEVEMENT			

Proposed by Employee: _____ Reviewed by Line Manager: _____ Approved by BU/FU Head: _____ Endorsed by FHRF: _____ Endorsed by FCFA: _____ Approved by CEO/MD/OD: _____

Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____

Actual Results

- Company Goals: Employee may keep it blank as the result will be provided by FCFA.
- BU/FU and Individual Goals: Employee inputs the results for the achieved goals. Any goals that are incomplete, Employee may estimate the results and documents its status.

5) YEAR-END PERFORMANCE REVIEW FORM (Cont.)

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2025 ANNUAL PERFORMANCE EVALUATION

Business /Function Unit	Rating Scales					PRIVATE AND CONFIDENTIAL				
Employee Name	Unsatisfied	Below Target	Meets Expectation	Exceeds Expectation	Outstanding	<80%	80-94%	95-105%	106-120%	121%-140% (Gap)
Position	E	D	C	B	A					
Join Date										
Evaluator's Name										
Evaluator's Position										

	Measurement	Category	Unit	Target	Threshold				Target Weight	Actual Results	% of Achievement	Weight Achievement	Rating Scales	Employee's Comments	Manager's Comments
					Below Target	Meets Expectation	Exceeds Expectation	Outstanding							
Company Goals															
1									10%			0%			
2									10%			0%			
3									10%			0%			
Achievement (%)									30%			0%			
BU / FU Goals															
1									15%			0%			
2									15%			0%			
3									10%			0%			
4									10%			0%			
Achievement (%)									50%			0%			
Individual Goals															
1									10%			0%			
2									5%			0%			
3									5%			0%			
Achievement (%)									20%			0%			
	TOTAL WEIGHT	100%										TOTAL ACHIEVEMENT			
Proposed by Employee:	Reviewed by Line Manager:	Approved by BU/FU Head:	Endorsed by FHRF:	Endorsed by FCFA:	Approved by CEO/MD/OD:										
Name: Position: Date:	Name: Position: Date:	Name: Position: Date:	Name: Position: Date:	Name: Position: Date:	Name: Position: Date:										

% of Achievement: is calculated based on the target of the KPI and result.

- “Higher is better” KPI: when the result is higher than the target, the Percentage of Achievement will be greater. E.g. Sales revenue, learning hour, % project completion (plan vs. actual).

$$\text{Achievement (\%)} = (\text{Actual}/\text{Target}) * 100$$

- “Lower is better” KPI: when the result is smaller than the target, the Percentage of Achievement will be greater. E.g. Cost, error rate, turnover.

$$\text{Achievement (\%)} = (\text{Target}/\text{Actual}) * 100$$

*Remark: Maximum Achievement is 100% unless pre-defined in the Threshold.

Each Weight Achievement and Total Achievement will be automatically calculated.

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5) YEAR-END PERFORMANCE REVIEW FORM (Cont.)

Example: KPIs of Sales, Finance, Engineering, Warehouse, IT

		Measurement	Category	Unit	Target	Threshold				Target Weight	Actual Results	% of Achievement	Weight Achievement
	BU / FU Goals					Below Target	Meets Expectation	Exceeds Expectation	Outstanding				
1	Net Profit of Division	Budget v Actual	Financial	\$	200,000	<200,000	200,000	250,000	>250,000	10%	210,000	105%	11%
2	Issue invoices by 25th of the month for TPS	30mn after receiving request from BU (average)	Non-Financial	#	30	>30	30	<30	N/A	10%	15	120%	12%
3	Planned Maintenance Execution • Preventive Manitanice	Planned v Actual Execution • TMS System	Non-Financial	%	90	<90	90	95	100	10%	100	111%	11%
4	Inventory Accuracy	Daily stock count accuracy error ≤5%/month	Non-Financial	%	5%	>5%	≤5%	N/A	N/A	10%	1%	100%	10%
5	Service Level: - Incident Management - Service Request Management	Ticket SLA (Achieved SLA vs Total Ticket)	Non-Financial	%	95%	<95%	95%	100%	N/A	5%	85%	89%	4%
6	Ensure compliance to ISO standard	Zero Finding from the annual ISO audit	Non-Financial	#	0	1	0	N/A	N/A	5%	1	0%	0%
		Achievement (%)							50%				48%

- **KPI #1:** Higher is better KPI => Achievement % = $(210,000/200,000)*100 = 105\%$
- **KPI #2:** Lower is better KPI => Achievement % = $(30/15)*100 = 200\%$. However, the Cap of Achievement (%) is 120%, so the right Achievement % is 120%.
- **KPI #3:** Higher is better KPI => Achievement % = $(100/90)*100 = 111\%$.
- **KPI #4:** Lower is better KPI => Achievement % = $(5/1)*100 = 500\%$. However, the Cap of Achievement (%) is 100%, so the right Achievement % is 100%.
- **KPI #5:** Higher is better KPI => Achievement % = $(85/95)*100 = 89\%$
- **KPI #6:** This KPI is pass/fail => 1 finding = Fail (0%), 0 finding = Pass (100%).

5) YEAR-END PERFORMANCE REVIEW FORM (Cont.)

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2025 ANNUAL PERFORMANCE EVALUATION

Business /Function Unit					
Employee Name					
Position					
Join Date					
Evaluator's Name					
Evaluator's Position					

Rating Scales					
Unsatisfactory	Below Target	Meets Expectation	Exceeds Expectation	Outstanding	
<80%	80-94%	95%-105%	106%-120%	121%-140% (Gap)	
E	D	C	B	A	

	Measurement	Category	Unit	Target	Threshold				Target Weight	Actual Results	% of Achievement	Weight	Rating Scale	Employee's Comments	Manager's Comments
					Below Target	Meets Expectation	Exceeds Expectation	Outstanding							
Company Goals															
1									10%			0%			
2									10%			0%			
3									10%			0%			
Achievement (%)															
BU / FU Goals															
1									15%			0%			
2									15%			0%			
3									10%			0%			
Achievement (%)															
Individual Goals															
1									10%			0%			
2									5%			0%			
3									5%			0%			
Achievement (%)															
TOTAL WEIGHT 100% 0% TOTAL ACHIEVEMENT															
Proposed by Employee: _____ Reviewed by Line Manager: _____ Approved by BU/FU Head: _____															
Endorsed by FHRF: _____ Endorsed by FCFA: _____ Approved by CEO/MD/OD: _____															
Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____ Name: _____ Position: _____ Date: _____															

Employee & Manager's Comments

- Employee may assess and share their perspectives on their performance for each specific KPI.
- Manager evaluates, validates, and feedbacks on the Employee's performance for each specific KPI.

After completion, Employee, Manager, and BU/FU Head sign on the evaluation form.

5) YEAR-END PERFORMANCE REVIEW FORM (Cont.)

2025 ANNUAL PERFORMANCE EVALUATION					
SECTION 2: CORE VALUE ASSESSMENT					
No.	CORE VALUES	Employee's Rating	Employee's Comments	Manager's Rating	Manager's Comments
1	Discipline and Diligence				
2	Enquiring				
3	Perseverance				
4	Integrity				
5	Accountability				
			TOTAL SCORE 0	TOTAL RATING 0%	

SECTION 3: OVERALL COMMENT

	Strengths	Development Areas
Employee's Comment		
Evaluator's Comment		
BU/FU Head Overall Comment		

Prepared by: _____ Reviewed by Line Manager: _____ Reviewed by BU/FU Head: _____

Name: _____ Position: _____ Date: _____

Reviewed by HR: _____ Approved by CEO/MD/DD: _____

Name: _____ Position: _____ Date: _____

Employee's Rating & Comments

- Employee assesses a numerical score rating (1-5) against the definition of each core value.
- Employee elaborates to justify their self-rating for each value.

*An example of 'Accountability' core value

→ I always delivers good results in a timely manner and do self-reflection of my mistakes.

Manager's Rating & Comments

- Manager evaluates the Employee on each core value by giving score rating (1-5), based on their observation of the employee's performance over the year.
- Manager elaborates to justify their rating.

*An example of 'Accountability' core value

→ Employee is committed to completed the assigned tasks in timely manner and she is willing to resolve conflict arise quickly ensuring completion as plan.

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5) YEAR-END PERFORMANCE REVIEW FORM (Cont.)

2025 ANNUAL PERFORMANCE EVALUATION																	
SECTION 2: CORE VALUE ASSESSMENT																	
No.	Core Values	Employee's Rating	Employee's Comments	Manager's Rating	Manager's Comments												
1	Discipline and Diligence																
2	Enquiring																
3	Perseverance																
4	Integrity																
5	Accountability																
TOTAL SCORE: 0 TOTAL RATING: 0%																	
SECTION 3: OVERALL COMMENT																	
<table border="1"> <thead> <tr> <th></th> <th>Strengths</th> <th>Development Areas</th> </tr> </thead> <tbody> <tr> <td>Employee's Comment</td> <td></td> <td></td> </tr> <tr> <td>Evaluator's Comment</td> <td></td> <td></td> </tr> <tr> <td>BU/FU Head Overall Comment</td> <td colspan="2"></td> </tr> </tbody> </table>							Strengths	Development Areas	Employee's Comment			Evaluator's Comment			BU/FU Head Overall Comment		
	Strengths	Development Areas															
Employee's Comment																	
Evaluator's Comment																	
BU/FU Head Overall Comment																	
Prepared by:	Reviewed by Line Manager:	Reviewed by BU/FU Head:															
Name: Position: Date:	Name: Position: Date:	Name: Position: Date:															
Reviewed by HR:	Approved by CEO/MD/OD:																
Name: Position: Date:	Name: Position: Date:																

Employee's Comments on Strengths & Development Areas

- Employee identifies personal strengths and areas for future development.

Manager's Comments on Strengths & Development Areas

- Manager pinpoints the Employee's key areas of excellence and needing development.

BU/FU Head Overall Comment

- BU/FU Head reviews the entire evaluation and may add comments on Employee's performance, contribution outcome, career path, or resource needs for Employee's development if any.

5) YEAR-END PERFORMANCE REVIEW FORM (Cont.)

2025 ANNUAL PERFORMANCE EVALUATION					
SECTION 2: CORE VALUE ASSESSMENT					
No.	Core Values	Employee's Rating	Employee's Comments	Manager's Rating	Manager's Comments
1	Discipline and Diligence				
2	Enquiring				
3	Perseverance				
4	Integrity				
5	Accountability				
			TOTAL SCORE	0	
			TOTAL RATING	0%	
SECTION 3: OVERALL COMMENT					
Employee's Comment	Strengths	Development Areas			
Evaluator's Comment					
BU/FU Head Overall Comment					
Prepared by:	Reviewed by Line Manager:	Reviewed by BU/FU Head:			
Name: Position: Date:	Name: Position: Date:	Name: Position: Date:			
Reviewed by HR:	Approved by CEO/MD/DD:				
Name: Position: Date:	Name: Position: Date:				

After completing the evaluation, Employee, Manager, and BU/FU Head sign on the form. Then, submit this Performance Evaluation Form to HROP.

QUESTION & ANSWER



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