

## PERFORMANCE APPRAISAL

Employee's Name Sutadi J. (Mamat) Badge No. 12065  
 Length of Service 8 Years Department Inspection & Testing Assessment Period -

- Instruction: (a) Assess the appraise in relation to each of the factors listed below  
 (b) Write the Percentage Score in the appropriate box provided.  
 (c) For item 7 & 8, a maximum of 5-demerit point will be deducted if an employee does not have good attendance or punctuality.  
 (d) Record the total scores and convert this to percentage.  
 (e) Tick the overall assessment based on percentage

FACTORS AFFECTING JOB PERFORMANCE	RANGE	Column A By Immediate Superior	Column B Next Level
<b>1. Job Knowledge</b>			
Thorough knowledge of job and its function	17 - 20		18
Has considerable knowledge required for successful performance of job	13 - 16		
Has sufficient knowledge to carry out the job efficiently	9 - 12		
Has limited knowledge and can perform with guidance	5 - 8		
Has insufficient knowledge and can only operate with specific instruction	1 - 4		
<b>2. Productivity</b>			
Maintain an unusually high output consistently	17 - 20		18
Usually produce more than expected	13 - 16		
Maintain sufficient output consistent with a fully qualified and experienced person in this job	9 - 12		
Inclined to be slow	5 - 8		
Inadequate output	1 - 4		
<b>3. Quality</b>			
No error, always produce perfect work	17 - 20		18
Acceptable quality	13 - 16		
Occasionally make mistakes	9 - 12		
Work requires checking, improvement is required	5 - 8		
Inconsistent, inaccurate work	1 - 4		
<b>4. Responsibility</b>			
Accept all job responsibilities fully and can handle emergencies	17 - 20		18
Conscientiously tries to fulfill job responsibilities	13 - 16		
Accept but does not seek job responsibility	9 - 12		
Perform additional assigned duties reluctantly	5 - 8		
Avoid job responsibility	1 - 4		
<b>5. Initiative</b>			
Self-starter in all respect	17 - 20		18
Can work independently	13 - 16		
Require average supervision	9 - 12		
Need to be pushed or supervised	5 - 8		
Always wait to be directed	1 - 4		

<b>6. General Attitude</b>			
Display positive attitude towards Company policies, supervision and team work	17 - 20		20
Accept Company policies, supervision and team work	13 - 16		
Usually accept Company policies, supervision and team work	9 - 12		
Indifferent towards Company policies, supervision and team work	5 - 8		
Display antagonistic behavior towards Company policies, supervision and team work	1 - 4		
<b>7. HSE Performance</b>			
Display positive attitude towards HSE policies	17 - 20		20
Accept HSE policies	13 - 16		
Usually accept HSE policies	9 - 12		
Indifferent towards HSE policies	5 - 8		
Display antagonistic behavior towards HSE policies	1 - 4		
<b>8. Attendance</b>			
Never absent	0		0
Has been absent on no more than 2 occasions	-1		
Has been absent on 3 or more occasions	-2		
Has been absent for a total of 5 occasions	-3		
Frequently absent	-5		
<b>9. Lateness</b>			
Never late	0		0
Late on 2 occasions	-1		
Late on 3 or more occasions	-2		
Late on more than 5 occasions	-3		
Consistently Late	-5		
			130
			Column A + Column B 2
Total Score :	130	X 100/140 =	92.86
			%

Overall Assessment:

Unsatisfactory	(< 41 %)	D	Inadequate or marginal accomplishments
Below Average	(41 - 59 %)	C	Did not fulfill basic requirements
Average	(60 - 74 %)	B	Satisfactory accomplished all basic requirements
Above Average	(75 - 89 %)	A	Exceed average achievements
Outstanding	(90 - 100%)	AA	Extraordinary and exceptional accomplishments

Appraised (1) by \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Name)

Appraised (2) by \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Name)

Employee \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Name)

NOTE : RECOMMENDED AS RIGGER AND TO BE DEVELOP AS OPERATOR AND ASSISTANT INSPECTOR .