



GENERAL STAFF PERFORMANCE APPRAISAL FORM

Strictly Private & Confidential

Name of Employee : _____

I/c No : _____

Position : _____

Employee No : _____

Department : _____

Date Joined : _____

Review Period : _____ to _____

- Type of Appraisal :
- Confirmation
 - Annual Review
 - Promotion
 - Others : _____

Note : Please read the following instructions before proceeding to performance appraisal.

- A. This Appraisal is an evaluation of an employee performance and has to be evaluated objectively, accurately and fairly. In doing this evaluation, favoritism has to be totally ruled out.
- B. It is important that this evaluation be carried out in the presence of the employee concerned as this will enable the appraiser to point out the deficiency of the employee. In doing so it will provide an excellent opportunity to the employee concerned to take remedial measures with a view to improving those areas of deficiency. Advices and encouragement pertaining to improved performance are highly recommended.
- C. Read carefully the description of each trait and specifications before giving point in the appropriate space provided. For each rating level, mark the number which most closely describes the job holder for each factor.
- D. Make any comments in the space provided which you believe will furnish additional information concerning employee.

Factors To Be Assessed	Points	Remarks
1. Knowledge of Job		
<ul style="list-style-type: none"> * Has exceptional wide knowledge of job * Above average understanding of job requirement * Satisfactory; able to cope with most situations * Fair knowledge of job but requires some assistance * Requires a lot of assistance 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
2. Quality of Work		
<ul style="list-style-type: none"> * Produces constant high standard of work with no errors * Good quality of work with few errors / above average * Satisfactory quality of work, subject to normal supervision * Work requires close supervision and generally falls short of requirements * Unsatisfactory in all aspects 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
3. Neatness of Work		
<ul style="list-style-type: none"> * Always produces very neat and tidy work * Usually writes neatly and legibly * Adequate degree of neatness * At times, writes untidily * Produces untidy and illegible work 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
4. Quantity of Work / Productivity		
<ul style="list-style-type: none"> * Completes work assignments on schedule or before due date with consistency of output * Always completes work assignment on schedule with acceptable output * Completes work on acceptable time and volume * Sometime able to completed partly of work assignment * Always unable to produce output or needed volume of work 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	

Factors To Be Assessed	Points	Remarks
5. Responsibility / Dependability		
<p>* Shows complete dedication. Requires no supervision ; very keen to accept extra responsibilities</p> <p>* Requires minimum supervision. Accepts responsibilities willingly</p> <p>* Usually trustworthy, but requires supervision occasionally. Accepts fair share of responsibilities</p> <p>* Needs encouragement and supervision to accept responsibilities</p> <p>* Is unreliable and needs constant supervision. Always evades responsibilities</p>	<p>5 <input type="checkbox"/></p> <p>4 <input type="checkbox"/></p> <p>3 <input type="checkbox"/></p> <p>2 <input type="checkbox"/></p> <p>1 <input type="checkbox"/></p>	
6. Initiative		
<p>* Extremely enterprising and successful in all actions ; very proactive; contributes & develops new ideas & methods to achieve good results</p> <p>* Self-reliant and competent; attempts to improve self and job</p> <p>* May step beyond basic job responsibility</p> <p>* Seldom demonstrates originality or assumes greater responsibility</p> <p>* Does routine jobs and lack originality; lacks initiative ; shun responsibility</p>	<p>5 <input type="checkbox"/></p> <p>4 <input type="checkbox"/></p> <p>3 <input type="checkbox"/></p> <p>2 <input type="checkbox"/></p> <p>1 <input type="checkbox"/></p>	
7. Adaptability		
<p>* Exceptionally able to cope with new situations</p> <p>* Learns quickly and adapts to change and job enlargement</p> <p>* Accepts adjustments in reasonable time</p> <p>* Slow / difficult to adjust; needs extra coaching</p> <p>* Does not adjust, has difficulty breaking old habits; dislike changes</p>	<p>5 <input type="checkbox"/></p> <p>4 <input type="checkbox"/></p> <p>3 <input type="checkbox"/></p> <p>2 <input type="checkbox"/></p> <p>1 <input type="checkbox"/></p>	
8. Punctuality & Absenteeism		
<p>* Always punctual and has not been absent from work due date with consistency of output</p>	<p>5 <input type="checkbox"/></p>	

Factors To Be Assessed	Points	Remarks
<ul style="list-style-type: none"> * Arrives punctually most of the time * Occasionally arrives late, but good reason given * Occasionally arrives late, no excuse or doubtful reason given and / or occasionally on medical leave * Habitual late-comer and / or consumes a lots of medical leave 	4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
9. Personality Traits		
<ul style="list-style-type: none"> * Thoroughly dependable and get along with superior, peers and subordinates * Mostly dependable and loyal and maintains good teamwork * Generally dependable and promotes company's image * Responsible not always predictable * Self-interest uppermost; destructive criticism of company and colleagues 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
10. Communication		
<ul style="list-style-type: none"> * Effectively communicates with all levels of people in both written and verbal forms in an organized, comprehensive and concise manner * Able to communicates with all levels of people in both written and verbal forms satisfactorily * Communicates with all levels of people in both written and verbal forms satisfactorily only under guidance * Able to communicates with all levels of people only either verbally or in written form and not in an organized manner * Lacks communications skills 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Total Score	50	

Appraisal Points Rating : (Please tick ✓ in the appropriate box)

Rating	Remarks
<input type="checkbox"/> 42-50 : An excellent & outstanding employee	
<input type="checkbox"/> 34-41 : A good employee	
<input type="checkbox"/> 26-33 : An average employee	
<input type="checkbox"/> 18-25 : Below average employee	
<input type="checkbox"/> 10-17 : Poor performance employee	

General / Overall Comments

1. What are his / her areas of strength ?

2. What are his / her areas of weakness ?

3. Is there any major difficulties for the respective employee to carry out his / her job ?
If yes, please describe these difficulties.

4. What are the expectations / comments on his / her current position / job ? Please specify.

4. What are the training and development needs ?

Overall Remarks and Recommendations by Appraiser (if any) :

Employee's reaction to this Appraisal :

Comments :

Employee's Signature

Date

(Please tick v in the appropriate box)

(A) Status Recommendation

Confirmation

To extend probation by ____month(s)

Considered for promotion to _____

To terminate probationary employment

(B) Salary Recommendation

Present Salary : _____

Other Allowance : _____

Recommended :

a. Salary Change : _____

Effective Date : _____

b. Bonus : _____

Effective Date : _____

c. Allowance : _____

Effective Date : _____

d. Others : _____

Effective Date : _____

(Please specify)

(C) Approval

* Approved :

Recommended :

a. Salary Change : _____

Effective Date : _____

b. Bonus : _____

Effective Date : _____

c. Allowance : _____

Effective Date : _____

d. Others : _____

Effective Date : _____

(Please specify)

Signature

Approved by Management

Name of Appraisal :

Designation :

Date :

Name :

Date :