

<input checked="" type="checkbox"/>	GINTELL (M) SDN BHD
<input type="checkbox"/>	GINTELL(BORNEO) SDN BHD
<input type="checkbox"/>	GINTELL REST N GO SDN BHD
<input type="checkbox"/>	SOVOTEL MALAYSIA SDN BHD

<input type="checkbox"/>	GINTELL (S) PTE LTD
<input type="checkbox"/>	GINTELL(B) SDN BHD
<input type="checkbox"/>	GINTELL (THAILAND) SDN BHD
<input type="checkbox"/>	ERACARE VITNAM CO.LTD
<input type="checkbox"/>	ERACARE PHILIPPINE, INC

Strictly Confidential

Date :

**STAFF APPRAISAL FORM**

Name of Employee:		Department:	
Employee No:		Outlet:	
Position:		Counter:	
Date Hired:		Confirmation due on:	
Present Salary:		Present Allowance:	
Salary Increment:		Allowance Increment:	
Effective From:		Effective From:	
New Salary:		New Allowance:	

Increment History : .....

This appraisal cover the following functions:

	Factors	Maximun Marks	Marks	Remarks
1	Dedication/Attitude	10		
2	Attendance/Punctuality	10		
3	Responsibility	10		
4	Conduct	10		
5	Attire	10		
6	Co-operation	10		
7	Independent	10		
8	Initiative	10		
9	Accuracy(report)	10		
10	Discipline	10		
	<b>Total</b>	100		
			<b>Ranks =</b>	

	Assessment Scale	Ranks	Marks	
1	Poor	1	0-25	
2	Below Average	2	26-39	
3	Average	3	40-55	
4	Above Average	4	56-69	
5	Good	5	70-85	
6	Excellecent	6	86-100	

Reason for Appraisal:  for confirmation  Extend  Rewiew  Others

Remarks/Comments: .....

**PERSONAL**

Latest 3 month Sales Target : ..... month of: .....  
 ..... month of: .....  
 ..... month of: .....

.....  
 Signature of manager  
 Date :

.....  
 Verify By :  
 Name :  
 Date :

.....  
 Approved By :  
 Name :  
 Date :