



SUPERVISOR & ABOVE 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		
* Has exceptional wide knowledge of job and keeps abreast of current job technical requirement	5 ☐	
* Above average understanding of job requirement and above average technical knowledge	4 ☐	
* Satisfactory; able to cope with most situations	3 ☐	
* Fair knowledge of job but requires some assistance	2 ☐	
* Requires a lot of assistance	1 ☐	
2. Organisation and Planning of Work		
* Plans and controls work very well; efficient & effective utilisation of resources and ability to co-ordinate activities with sub-ordinates	5 ☐	
* Performs job in a direct and orderly manner and ability to co-ordinate activities with sub-ordinates	4 ☐	
* Satisfactorily plans and control work	3 ☐	
* Approach to work haphazard	2 ☐	
* Poor planning and not organised	1 ☐	
3. Commitment & Drive		
* Always highly motivated and dedicated to job and demonstrates a strong sense of responsibility; exceptionally keen and energetic	5 ☐	
* Usually motivated and dedicated to job and demonstrates sense of responsibility; keen and energetic	4 ☐	
* Sometimes motivated and attempts to show dedication to job with some sense of responsibility and keenness	3 ☐	
* Needs to be motivated, lacks dedication to job with little sense of responsibility	2 ☐	
* Not dedicated to job and shows no sense of responsibility	1 ☐	

Factors To Be Assessed	Points	Remarks
4. Potential and Initiative		
* Extremely enterprising and successful in all actions; very proactive	5 ☐	
* Self-reliant and competent; attempts to improve self and job	4 ☐	
* May step beyond basic job responsibility	3 ☐	
* Seldom demonstrates originality or assumes greater responsibility	2 ☐	
* Does routine jobs and lack originality; lacks initiative ; shuns responsibility	1 ☐	
5. Human Relations and Communications		
* Excellent behavior. Well-liked by all associates, extremely co-operative, considers human relation factors in actions. Effective expression in an organized & tactful manner	5 ☐	
* Always gets along well with all associates and works very well with others. Effective expression in an organized & tactful manner	4 ☐	
* Generally, gets along well with midst people and is a willing member of the team. Generally, express in an organized & tactful manner	3 ☐	
* Does not give alt possible co-operation; temperamental. Does not express in an organized & tactful manner	2 ☐	
* Unsatisfactory/ disturbs harmony. Ineffective communication with others	1 ☐	
6. Problem-Solving		
* Strong analytical skills and ability to recommend effective solutions	5 ☐	
* Good analytical skills and usually able to recommend effective solution	4 ☐	
* Able to identify causes of problems and provide solution only with help of others	3 ☐	
* Unable to identify causes of problems	2 ☐	
* Avoids problems by not taking any risk or pushing	1 ☐	

Factors To Be Assessed	Points	Remarks
7. Setting Objectives & Team Building		
* Always sets consistently high standards for the department which is in line with the Company's vision and able to lead by example and promote teamwork	5 ☐	
* Usually sets high standards for the department and usually able to lead by example and promotes teamwork	4 ☐	
* Sometimes sets high standards for the department and sometimes able to lead by example and promotes teamwork	3 ☐	
* Need to be reminded about departmental standards and unable to lead by example and promote teamwork	2 ☐	
* Makes no effort in maintaining standards required for the department and sets poor example to the department	1 ☐	
8. Leadership & Motivation		
* Outstanding leader who leads, motivates and inspires others to excel beyond their capabilities	5 ☐	
* Good leader who promotes self-development in others	4 ☐	
* Capable and competent leader	3 ☐	
* Can only lead or control a group under guidance	2 ☐	
* Lacks leadership qualities	1 ☐	
9. Judgement and Decision Making		
* Has a good common sense, sound reasoning and able to make a dynamic & objective evaluation on person, work, situation and able to act fast, wisely and accordingly in decision making	5 ☐	
* Capable to exercise a good evaluation on person, work, situation and able to make a prompt decision	4 ☐	
* Able to make evaluation accordingly on person, work, situation and can make a decision	3 ☐	
* Sometimes can make evaluate on person, work and situation but not objectively and dynamically	2 ☐	
* Unable to make the right decision	1 ☐	

Factors To Be Assessed	Points	Remarks
10. Delegation		
* Effectively delegates to subordinates with clear directives and guidelines with close follow-up	5 ☐	
* Able to delegate to subordinates with clear directives and guidelines with close follow-up	4 ☐	
* Can only delegate to subordinates with appropriate directives and guidelines with follow-up under guidance	3 ☐	
* Delegates to subordinates without giving clear directives and guidelines and poor follow-up	2 ☐	
* Unable to lead, motivate and work together with any team	1 ☐	
Total Score	50	

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

Rating	Remarks
42-50 : An excellent & outstanding employee	
34-41 : A good employee	
26-33 : An average employee	
18-25 : Below average employee	
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.

5. What are the training and development needs ?

6. To what extend the employee has met his/her section/department objective/targets? (Please specify the section/department objectives/target set)

Overall Remarks and Recommendations by Appraiser (if any) :

Employee's reaction to this Appraisal :

Comments :

Employee's Signature

Date

(Please tick ✓ 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 :