

GINTELL (M) SDN BHD
GINTELL(BORNEO) SDN BHD

STAFF APPRAISAL FORM (FRONTLINE / OPERATION)

PERIOD OF APPRAISAL :

Strictly Confidential

Name of Employee:		Department:	
Employee No:		Outlet:	
Position:		Counter:	
Date Hired:		Confirmation due on:	
Present Salary:		Present Allowance:	
Salary Adjustment Proposed:			
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	Job Skills & Competency	10		
2	Attendance/Punctuality	10		
3	Quality of Work	10		
4	Efficiency	10		
5	Communication Skills	10		
6	Adherence to Procedures	10		
7	Initiative & Self-Motivation	10		
8	Hardworking	10		
9	Teamwork	10		
10	Discipline	10		
	Total	100		
			Ranks =	

	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	Excellent	6	86-100	

Reason for Appraisal: ☐ Confirmation ☐ Extension ☐ Promotion ☐ Others

Appraiser's Remarks:

PERSONAL & SHOWROOM

Latest 6-months Achievement :

Personal Sales

Showroom Sales (For BM & Above)

Month :		
Month :		
Month :		
Month :		
Month :		
Month :		

Signature of Appraisee:
Name :
Date :

Signature of Appraiser:
Name :
Date :

Verify By HR Department :
Name :
Date :

Approved By :
Name :
Date :