



GENERAL STAFF PERFORMANCE APPRAISAL FORM

Strictly Private & Confidential

Name of Employee :

I/c No :

Position :

Employee :

Department :

Date Joined :

Review Period :

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	5 <input type="checkbox"/>	
* Above average understanding of job requirement	4 <input type="checkbox"/>	
* Satisfactory; able to cope with most situations	3 <input type="checkbox"/>	
* Fair knowledge of job but requires some assistance	2 <input type="checkbox"/>	
* Requires a lot of assistance	1 <input type="checkbox"/>	
2. Quality of Work		
* Produces constant high standard of work with no errors	5 <input type="checkbox"/>	
* Good quality of work with few errors / above average	4 <input type="checkbox"/>	
* Satisfactory quality of work, subject to normal supervision	3 <input type="checkbox"/>	
* Work requires close supervision and generally falls short of requirements	2 <input type="checkbox"/>	
* Unsatisfactory in all aspects	1 <input type="checkbox"/>	
3. Neatness of Work		
* Always produces very neat and tidy work	5 <input type="checkbox"/>	
* Usually writes neatly and legibly	4 <input type="checkbox"/>	
* Adequate degree of neatness	3 <input type="checkbox"/>	
* At times, writes untidily	2 <input type="checkbox"/>	
* Produces untidy and illegible work	1 <input type="checkbox"/>	
4. Quantity of Work / Productivity		
* Completes work assignments on schedule or before due date with consistency of output	5 <input type="checkbox"/>	
* Always completes work assignment on schedule with acceptable output	4 <input type="checkbox"/>	
* Completes work on acceptable time and volume	3 <input type="checkbox"/>	
* Sometime able to completed partly of work assignment	2 <input type="checkbox"/>	
* Always unable to produce output or needed volume Of work	1 <input type="checkbox"/>	

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

MASTER COPY

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"/>	
11. Anti-discrimination		
<ul style="list-style-type: none"> * Show equal employment opportunity without discrimination or harassment on the basis of race, age, color, religions, sex, gender identity, marital status or any other status prohibited by applicable law. 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/>	

	2 <input type="checkbox"/>	
	1 <input type="checkbox"/>	
12. Claim Promotion		
* Do Speak and Communication Politely in the workplace environment and don't spread gossip and rumors	5 <input type="checkbox"/>	
* Do well-mannered and don't practices politics.	4 <input type="checkbox"/>	
* Do show respect towards co-workers and don't use vulgarity and profanity.	3 <input type="checkbox"/>	
* Do be responsible of own action and don't practice racism and discrimination	2 <input type="checkbox"/>	
* Do be cooperative and don't discuss salary.	1 <input type="checkbox"/>	
* Do be dress appropriately and don't sexual harassment.	1 <input type="checkbox"/>	
13. No burn Out		
* Takes regular breaks and walk around perform some light activities at recommended intervals and avoids overworking to recharge.	5 <input type="checkbox"/>	
	4 <input type="checkbox"/>	
	3 <input type="checkbox"/>	
	2 <input type="checkbox"/>	
	1 <input type="checkbox"/>	
14. Stress Prevention		
* Ability to prioritize tasks and meet deadlines without last-minute stress.	5 <input type="checkbox"/>	
* Willingness to communicate about stressors and suggest solutions.	4 <input type="checkbox"/>	
	3 <input type="checkbox"/>	
* Ability to balance responsibilities and seek help when overwhelmed.	2 <input type="checkbox"/>	
	1 <input type="checkbox"/>	

MASTER COPY

Total Score	70	
-------------	----	--

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

Rating	Remarks
<input type="checkbox"/> 62-70 : An excellent & outstanding employee	
<input type="checkbox"/> 54-61 : A good employee	
<input type="checkbox"/> 46-53 : An average employee	
<input type="checkbox"/> 38-45 : Below average employee	
<input type="checkbox"/> 30-37 : 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. Remarks and Recommendations by Appraiser (if any) :

Employee's reaction to this Appraisal :

Comments :

Employee's Signature

Date

MASTER COPY

(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

Name of Appraisal :
Designation :
Date :

Approved by Management

Name :
Date :

MASTER COPY