



PERFORMANCE APPRAISAL REPORT

Year 2024

PART I - EMPLOYEE DETAILS:

i) Name	:	
ii) I.C/Passport No.	:	
iii) Position	:	
iv) Grade	:	
v) Department	:	

PART II – CRITERIA

Scale

Very Poor		Poor		Fair		Good		Excellent	
1	2	3	4	5	6	7	8	9	10

1.	Integrity	Practice values of integrity such as accountability, honesty, truthfulness, trust, transparency, efficiency and soundness in every action and management organization as a whole.	<input type="text"/>
2.	Strategic Thinking	2.1 Ability to identify and analyze issues in different situations and able to give strategic solution.	<input type="text"/>
		2.2 Ability to analyze issues and problems strategically and propose alternative solutions according to internal preferences making the right and effective decisions.	<input type="text"/>
3.	Achievement Orientation	3.1 Has high level of commitment, knowledgeable, visionary and drives organizational excellence as a whole.	<input type="text"/>
		3.2 Committed to improvement overall performance through the ability to manage all resources allocated effectively in order to achieve organization goals and objectives.	<input type="text"/>
		3.3 Contributes to the personal development of members for organizational excellence in terms of ideas, improvements and effectiveness of the delivery system.	<input type="text"/>



4.	Creative and Innovative Ability to create new ideas for improvement in organizational management.	<input type="checkbox"/>
5.	Managing Change Ability to manage organizational change effectively using all available resources and capabilities.	<input type="checkbox"/>
6.	Interpersonal Relationship 6.1 Ability to support and establish good relationships based on trust and mutual respect among members in the organization. 6.2 Ability to identify and take opportunities to build strategic sharing in terms of information, ideas, knowledge and expertise with various parties for organization benefits.	<input type="checkbox"/> <input type="checkbox"/>
TOTAL MARKS :		

PART III – OVERALL PERFORMANCE REVIEW

1. Performance Period :
2. Overall Performance Review :

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Appraisal Officer	:	
Identity Card No.	:	
Position	:	
Department	:	

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SIGNATURE

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DATE

RATING SCALE DEFINITION

LEVEL	SCALE	DEFINITION
Excellent	10	Able and capable to meet criteria assessed with excellent.
	9	
Good	8	Able and capable to meet criteria assessed with good.
	7	
Fair	6	Able and capable to meet criteria assessed with satisfying.
	5	
Poor	4	Lack of ability and capability to meet assessed criteria.
	3	
Very Poor	2	Not able to meet the assessed criteria.
	1	

