

Contents

Assign Weightage & Sort Order.....3

Rating Setup.....5

QDE - Edit Weightage

Appraisal Form Info

Competencies - 100.00%

Total Weightage of Competencies: 100.00%

Competencies Guidelines

Competencies Question

Competencies Rating Setup

Competencies Question

Import from KPI Library

Delete

Page 1 of 1 (5 items) < [1] >

<input type="checkbox"/>	ID	PMS Type	Category	Criteria	Description	Weightage (%)	Sort Order
Edit	140	Competencies	Job Performance	QUALITY OF WORK The accuracy, thoroughness and effectiveness of work regardless of the volume of work.	Click to view	20.00	1
Edit	141	Competencies	Job Performance	QUANTITY OF WORK / OUTPUT The level of work output attained and the ability to perform job assignments in their order of priority.	Click to view	20.00	2
Edit	142	Competencies	Managerial/ Supervisory Skills	LEADERSHIP The ability to lead and motivate subordinates or a group to achieve a common goal.	Click to view	20.00	2
Edit	143	Competencies	Managerial/ Supervisory Skills	DEVELOPING SUBORDINATES The ability to develop subordinates through effective guidance / training, progressively permitting them to	Click to view	20.00	2

Header	
	RATING
• Excellent work:- consistently accurate, thorough and high standard(s)	5
• Good quality of work:- seldom needs correction(s) and maintain consistent standard of work.	4
• Satisfactory quality: - error within acceptance limit.	3
• Occasionally careless:- standard inconsistent; sometimes need checking.	2
• Work quality below standard and requires correction: - inaccurate and slipshod, needs continuous checking.	1



Assign Weightage & Sort Order

http://localhost/PMS/PMS/PMSFormEdit.aspx

✓ QDE - Edit Weightage & Sort Order

1

Appraisal Form Info

Competencies - 100.00%

Appraisal Form - Edit

Appraisal ID: APP-16/10/25-000080

Appraisal Code: * PERFORMANCE

Period: * 2025

Appraisal Name: * Performance Review 2025 - Competency Only DEMO

Period Start Date: 1/1/2025

Period End Date: 31/12/2025

Appraisal Date: 1/2/2025

Target Group: IT; IT Department Staff; EMPLOYEEMASTER.EmpNo='MMX0024' OR EMPLOYEEMASTI

Competencies Deliverables

Allow Employee Set KPI?

Appraisal Form - QDE Edit Weightage

Appraisal ID: APP-16/10/25-000080
 Appraisal Name: Performance Review 2025 - Competency Only DEMO
 Period: 2025
 Form Status: Acknowledge
 Period Start and Period End: 01-01-2025 - 31-12-2025

Competencies - 100.00%

Total Weightage of Competencies: 100.00%

No.	ID	PMS Type	Category	Criteria	Weightage (%)	Sort Order
1	140	Competencies	Job Performance	QUALITY OF WORK The accuracy, thoroughness and effectiveness of work regardless of the volume of work.	20.00	1
2	141	Competencies	Job Performance	QUANTITY OF WORK / OUTPUT The level of work output attained and the ability to perform job assignments in their order of priority.	20.00	2
3	142	Competencies	Managerial/ Supervisory Skills	LEADERSHIP The ability to lead and motivate subordinates or a group to achieve a common goal.	20.00	3
4	143	Competencies	Managerial/ Supervisory Skills	DEVELOPING SUBORDINATES The ability to develop subordinates through effective guidance / training, progressively permitting them to assume more responsibilities.	20.00	4
5	144	Competencies	Personal & Group Effectiveness	ADAPTABILITY / FLEXIBILITY The ability to learn new of different jobs and adjust to new situation without difficulty.	20.00	5

Update Weightage & Sort Order

← Back

Rating Setup

http://localhost/PMS/PMS/PMSFormEdit.aspx



Welcome flexi , UserGroup: ADMIN , RouteID: - , Already Register
[My Account](#) | [Change Password](#) | [Change Email](#) |

- Home
- e-Employee
- e-Attendance
- e-OT
- e-Leave
- e-Payslip
- e-Claims (Welfare)
- e-Appraisal**
- Admin
- e-Appraisal OLD

- Appraisal General Setting
- Appraisal Maintenance
- Appraisal Transaction
- Appraisal Administration

Appraisal Form Setup > Appraisal For

✓ QDE - Edit Weightage

Appraisal Form Info Competencies - 100.00%

Total Weightage of Competencies: 100.00%

- Competencies Guidelines
- Competencies Question
- Competencies Rating Setup**

Competencies Rating

←


Page 1 of 1 (1 items) < [1] >


	ID	AppraisalID	Weightage Code	Rating
<input type="checkbox"/> Edit	48	APP-16/10/25-000080	Competencies	1.00

Page 1 of 1 (1 items) < [1] >

Appraisal Form Question - Competencies Rating Setup

Appraisal ID **APP-16/10/25-000080** Appraisal Name **Performance Review 2025 - Competency Only DEMO**
Appraisal Code **PERFORMANCE** Period **2025**
Appraisal Date **1/2/2025** Job Grade **IT**
Period Start **1/1/2025** Period End **31/12/2025**

 Back

No.	ID	Rating
1	48	1.00 

Update Rating

Add NEW Record

Rating

0 

Add Rating

Notes:

- 1. Competencies rating add/edit is done at "Appraisal Form", not in staff's individual appraisal form.