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Assign Supervisor, Appraiser, Reviewer & Approver

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http://localhost/PMS/PMS/PMStaffFormSetup.aspx

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Staff Appraisal Form

Export Weightage Checklist Export Weightage By Question Checklist

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	Action	ID	Appraisal Code	Appraisal Name	Period	Job Grade	Appraisal Date	Start Date	End Date	Status	Total Staff
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		APP-03/04/25-000073	PERFORMANCE	Performance Appraisal	2025	IT	3/4/2025	1/1/2025	31/12/2025	Acknowledge	2
<input type="checkbox"/>		APP-03/04/25-000074	PERFORMANCE	Test	2025	HR	30/4/2025	1/1/2025	31/12/2025	Acknowledge	1
<input type="checkbox"/>		APP-06/08/25-000076	INCREMENT	Annual Increment	2025	IT	6/8/2025	1/1/2025	31/12/2025	Acknowledge	2
<input type="checkbox"/>		APP-08/07/25-000075	PERFORMANCE	Goal Setting Performance Appraisal	2025	IT	1/1/2025	1/7/2025	31/12/2025	Start Appraisal	2
<input type="checkbox"/>		APP-16/10/25-000080	PERFORMANCE	Performance Review 2025 - Competency Only DEMO	2025	IT	1/2/2025	1/1/2025	31/12/2025		2

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Appraisal Form - Staff Listing

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**

Appraisal Form Status

- Add
- Delete
- QDE - Add/Edit Appraiser
- Send Notification
- Export To Excel
- Export Question and Answer To Excel
- Close

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<input type="checkbox"/>	ID	Emp No.	Name	Supervisor	Appraiser	Reviewer	Approver	Status	Goal Setting Total	Competencies Tot
Edit		203	MMX0024	NOOR ZALINA BINTI SURAJI				Pending for Appraisal	<u>0</u>	<u>5</u>
Edit		204	MMX0027	NOOR SYAZWANI HAYATI BINTI AZMAN				Pending for Appraisal	<u>0</u>	<u>5</u>

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Staff Appraisal Form - QDE Assign Appraiser

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

MMX0024,MMX0027,

Employee No.:

Example: A001,A002

- Supervisor:
- Appraiser:
- Reviewer:
- Approver:

Staff Appraisal Form - QDE Assign Appraiser

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

Employee No.: MMX0024, MMX0027,

Example: A001,A002

- Supervisor: PRIYA
- Appraiser: YANA
- Reviewer: CANDY
- Approver: MENGCHOO

• Update Success!

Appraisal Form - Staff Listing

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**

Appraisal Form Status

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<input type="checkbox"/>	ID	Emp No.	Name	Supervisor	Appraiser	Reviewer	Approver	Status	Goal Setting Total	Competencies Tot
Edit	203	MMX0024	NOOR ZALINA BINTI SURAJI	PRIYA	YANA	CANDY	MENGCHOO	Pending for Appraisal	0	5
Edit	204	MMX0027	NOOR SYAZWANI HAYATI BINTI AZMAN	PRIYA	YANA	CANDY	MENGCHOO	Pending for Appraisal	0	5

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