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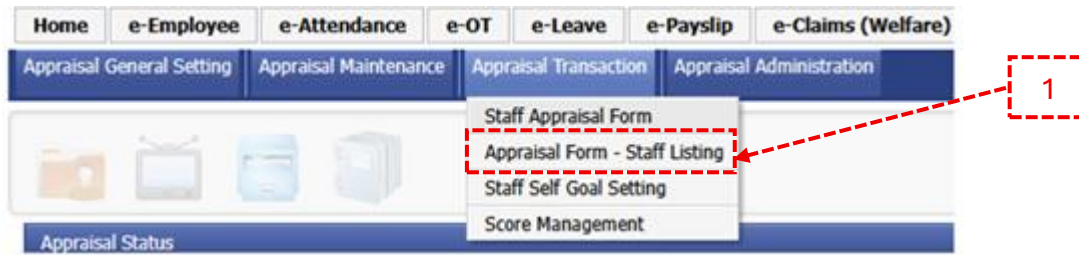
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# Staff Appraisal Form

If goal setting allowed staffs create their own goal, HR need to assign **Supervisor** for those goal setting create by them, as Supervisor need to login to evaluate this staff.

## Competencies – Assign/Update Supervisor



Staff Appraisal Form Status

Appraisal ID

APP-07/04/26-000150









Refresh

Export to Excel

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Drag a column header here to group by that column

Action	Form	Staff Status	ID	Appraisal ID	Appraisal Name	Period	Period Start	Period End	Appraisal Form St
 		Pending Supervisor Appraisal	894	APP-07/04/26-000150	Appraisal Form Goal + Competencies	2026	01/01/2026	31/12/2026	Start Appraisal
 		Pending Employee Appraisal	895	APP-07/04/26-000150	Appraisal Form Goal + Competencies	2026	01/01/2026	31/12/2026	Start Appraisal

2

Appraisal Form Info Competencies Deliverables

ID	PMS Type	Category	Criteria	Supervisor
3397	Competencies	Job Performance	QUALITY OF WORK The accuracy, thoroughness and effectiveness of work regardless of the volume of work.	CANDY
3398	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.	LIPHOON
3401	Competencies	Job Performance	TECHNICAL COMPETENCE / PROCESS & PRODUCT KNOWLEDGE The understanding of all aspects of the job and the ability to apply knowledge and skills to the job.	LIPHOON

Update Supervisor

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Appraisal Form Info

Competencies

Deliverables

ID	PMS Type	Category	Criteria	Supervisor
3397	Competencies	Job Performance	QUALITY OF WORK The accuracy, thoroughness and effectiveness of work regardless of the volume of work.	CANDY
3398	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.	LIPHOON
3401	Competencies	Job Performance	TECHNICAL COMPETENCE / PROCESS & PRODUCT KNOWLEDGE The understanding of all aspects of the job and the ability to apply knowledge and skills to the job.	LIPHOON

Update Supervisor

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localhost

5. Update Success

Update Success!

OK

## Deliverables (Goal Setting) – Assign/Update Supervisor

Home e-Employee e-Attendance e-OT e-Leave e-Payslip e-Claims (Welfare)

Appraisal General Setting Appraisal Maintenance Appraisal Transaction Appraisal Administration

Staff Appraisal Form  
**Appraisal Form - Staff Listing**  
 Staff Self Goal Setting  
 Score Management

Appraisal Status

http://localhost/PMS/PMS/PMSFormStaffListing.aspx

Staff Appraisal Form Status

Appraisal ID: APP-07/04/26-000150 Refresh Export to Excel

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Drag a column header here to group by that column

Action	Form	Staff Status	ID	Appraisal ID	Appraisal Name	Period	Period Start	Period End	Appraisal Form St
		Pending Supervisor Appraisal	894	APP-07/04/26-000150	Appraisal Form Goal + Competencies	2026	01/01/2026	31/12/2026	Start Appraisal
		Pending Employee Appraisal	895	APP-07/04/26-000150	Appraisal Form Goal + Competencies	2026	01/01/2026	31/12/2026	Start Appraisal

3

Appraisal Form Info Competencies **Deliverables**

ID	PMS Type	Category	Criteria	Supervisor
3399	Deliverables	Business	Reduce the average sales cycle duration from 60 days to 45 days	LIPHOON
3400	Deliverables	Business	Increase lead conversion rate from 20% to 30% within six months	LIPHOON
3447	Deliverables	Business	Hit Sales Target	PRIYA

Update Supervisor ← 4

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Appraisal Form Info

Competencies

Deliverables

ID	PMS Type	Category	Criteria	
3399	Deliverables	Business	Reduce the average sales cycle duration from 60 days to 45 days	LIPHOON
3400	Deliverables	Business	Increase lead conversion rate from 20% to 30% within six months	LIPHOON
3447	Deliverables	Business	Hit Sales Target	PRIYA

Update Supervisor

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PMS SDN BHD

localhost

Update Success!

5. Update Success

OK

# Appraisal QDE – Assign supervisor by question



Home	e-Employee	e-Attendance	e-OT	e-Leave	e-Payslip	e-Claims (Welfare)	
Appraisal General Setting	Appraisal Maintenance	Appraisal Transaction	Appraisal QDE	Appraisal Administration			
			Assign Supervisor By Question				

Click this link

Assign Supervisor by Question QDE

Appraisal ID

APP-07/04/26-000150

Refresh

✓ QDE - Add/Edit Supervisor

4. Click on this button.

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Drag a column header here to group by that column

<input type="checkbox"/>	ID	Appraisal ID	Appraisal Name	Period	Emp No.	Name	Question ID	PMS Type	Category	Criteria	Supervisor
<input checked="" type="checkbox"/>	3399	APP-07/04/26-000150	Appraisal Form Goal + Competencies	2026	MMX0024	NOOR ZALINA BINTI SURAJI	356	Deliverables	Business	Reduce the average sales cycle duration from 60 days to 45 days	LIPHOON
<input checked="" type="checkbox"/>	3397	APP-07/04/26-000150	Appraisal Form Goal + Competencies	2026	MMX0024	NOOR ZALINA BINTI SURAJI	354	Competencies	Job Performance	QUALITY OF WORK The accuracy, thoroughness and effectiveness of work regardless of the volume of work.	LIPHOON
<input checked="" type="checkbox"/>	3398	APP-07/04/26-000150	Appraisal Form Goal + Competencies	2026	MMX0024	NOOR ZALINA BINTI SURAJI	355	Competencies	Job Performance	QUANTITY OF WORK / OUTPUT The level of work output attained and the ability to perform job	LIPHOON

3. ✓ the record which you want to assign/change the supervisor.

Staff Appraisal Form - QDE Assign Supervisor By Question

3399,3397, ← 1. Question ID will appear here.

ID: 2. ✓ this box to select supervisor.

Example: A001,A002

Supervisor: [dropdown menu]

Update

#	User ID	Name
●	LIPHOON	LIM LIP HOON (HR ADMIN)
●	MENGCHO	CHEO MENG CHOO (HR ADMIN)
●	ADMIN	ADMINISTRATOR
●	CANDY	LIANG AI CHERN (HR ADMIN)
●	flexi	flexi
●	PRIYA	PRIYA ← 3. Choose supervisor.
●	YANA	YANA

4. Click on Update button after select the supervisor.

Staff Appraisal Form - QDE Assign Supervisor By Question

3399,

ID:

Example: A001,A002

Supervisor: LIPHOON 

• Update Success!

 Update  Go Back

You will see this message if update successfully.