

Contents

Score Management	2
Score Process	2
Score Result.....	3
Score Calculation	4
Score Guidelines	5
Score Colour Meaning.....	6

Score Management

Score Process

The screenshot shows the 'eAppraisal - Score Management' interface. At the top, there is a navigation menu with tabs: Home, e-Employee, e-Attendance, e-OT, e-Leave, e-Payslip, e-Claims (Welfare), e-Appraisal, Admin, and e-Appraisal OLD. Below this is a sub-menu for 'Appraisal Administration' with options: Appraisal General Setting, Appraisal Maintenance, Appraisal Transaction, and Appraisal Administration. A dropdown menu is open under 'Appraisal Administration', showing options: Staff Appraisal Form, Appraisal Form - Staff Listing, Staff Self Goal Setting, and Score Management (highlighted). A red dashed box labeled '1' points to the 'Appraisal Administration' tab. Another red dashed box labeled '3' points to the 'Generate Score' button. A third red dashed box labeled '2' points to a checkbox in the first column of the table below.

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

Buttons: Refresh, Export To Excel, Generate Score

Page 1 of 1 (2 items) < [1] >

Drag a column header here to group by that column

<input type="checkbox"/>	ID	Appraisal ID	Appraisal Name	Period	Period Start	Period End	Appraisal Form St	Emp No.	Name	Supervisor	Appraiser
<input checked="" type="checkbox"/>	203	APP-16/10/25-000080	Performance Review 2025 - Competency Only DEMO	2025	01/01/2025	31/12/2025	Start Appraisal	MMX0024	NOOR ZALINA BINTI SURAJI	PRIYA	YANA
<input type="checkbox"/>	204	APP-16/10/25-000080	Performance Review 2025 - Competency Only DEMO	2025	01/01/2025	31/12/2025	Start Appraisal	MMX0027	NOOR SYAZWANI HAYATI BINTI AZMAN	PRIYA	YANA

2 ✓ this checkbox

Score Result

H	I	J	K	L	M	N	O	P	Q	R	S	T
Emp No.	Name	Supervisor	Appraiser	Reviewer	Approver	Staff Status	Goal Setting Total Question	Competencies Total	Deliverables W.Score	Competencies W.Score	Total W.Score	Process On
MMX0024	NOOR ZALINA BINTI SURAJI	PRIYA	YANA	CANDY	MENGCHOO	Finish Final Appraisal	0	3	0	3	3	16/10/2025 15:48
MMX0027	NOOR SYAZWANI HAYATI BINTI AZMAN	PRIYA	YANA	CANDY	MENGCHOO	Pending Employee Appraisal	0	3	0	0	0	

Score Calculation

Supervisor Review: Staff Appraisal Question Confirm and Submit Review

Competency

Save as Draft Revert

#	Primary ID	Competencies	Performance Standard	Employee Rating	Employee Remark	Supervisor/ Evaluator Rating	Supervisor/ Evaluator Remark
1	1291	QUALITY OF WORK	The accuracy, thoroughness and effectiveness of work regardless of the volume of work.	1	rema... View Remark	1 ▾	Add Remark
2	1292	QUANTITY OF WORK / OUTPUT	The level of work output attained and the ability to perform job assignments in their order of priority.	2	rema... View Remark	2 ▾	Add Remark
3	1293	LEADERSHIP	The ability to lead and motivate subordinates or a group to achieve a common goal.	3	rema... View Remark	3 ▾	Add Remark
4	1294	DEVELOPING SUBORDINATES	The ability to develop subordinates through effective guidance / training, progressively permitting them to assume more responsibilities.	4	rema... View Remark	4 ▾	Add Remark
5	1295	ADAPTABILITY / FLEXIBILITY	The ability to learn new of different jobs and adjust to new situation without difficulty.	5	rema... View Remark	5 ▾	Add Remark

1 * (20/100) = 0.2

2 * (20/100) = 0.4

3 * (20/100) = 0.6

4 * (20/100) = 0.8

5 * (20/100) = 1

=====

Total: 3

=====

Score Guidelines

http://localhost/PMS/PMS/PMSScore.aspx

eAppraisal - Score Management

Appraisal ID: APP-16/10/25-000080 Refresh Export To Excel Generate Score

Page 1 of 1 (2 items) < [1] >

Drag a column header here to group by that column

	Appraiser	Reviewer	Approver	Staff Status	Goal Setting Total C	Competencies Tot	Deliverables W.Sc	Competencies W.Score	Total W.Score	Process On	Score Guideline
	YANA	CANDY	MENGCHOO	Finish Final Appraisal	0	5	0.00	3.00	3.00	16/10/2025 15:48:37	Click to view
	YANA	CANDY	MENGCHOO	Pending Employee Appraisal	0	5	0	0	0		Click to view

Page 1 of 1 (2 items) < [1] >

Appraisal Score (Competencies Score)	Performance Rating
4.51 - 5.00	Outstanding
3.51 - 4.50	Above Expectation
2.51 - 3.50	Meeting Expectation
1.51 - 2.50	Below Expectation
0.25 - 1.50	Unacceptable

Score Colour Meaning

localhost/eStaff/PMS/PMSScore.aspx

[Home](#)
[e-Employee](#)
[e-Attendance](#)
[e-OT](#)
[e-Leave](#)
[e-Payslip](#)

[Appraisal General Setting](#)
[Appraisal Maintenance](#)
[Appraisal Transaction](#)
[Appraisal Form - Staff Listing](#)


eAppraisal - Score Management

[Staff Appraisal Form](#)
[Appraisal Form - Staff Listing](#)
[Score Management](#)

Page 1 of 1 (6 items) < [1] >

Drag a column header here to group by that column

Appraisal Form Status	Emp No.	Name	Supervisor	Appraiser	Reviewer	Approver	Staff Status	Goal Setting Total	Competencies Tot	Total W.Score	Process On
Start Appraisal	MMX0035	SRI PRIYA A/P GOPALAN	LIPHOON	CANDY	PRIYA	YANA	Pending Employee Acknowledgement	9	0	0.50	06/03/2025 15:57:33
Start Appraisal	MMX0052	NURLIYANA AQILAH BINTI AB HAMID	LIPHOON	CANDY	PRIYA	YANA	Pending Employee Appraisal	9	0	0.00	
Start Goal Setting	GPQ0002	LEE PEI ER					Pending for Employee Target Setting	8	2	0.00	
Start Goal Setting	GPQ0004	MOHD FADZLI BIN DAUD					Pending for Employee Target Setting	9	2	0.00	

	This colour mean HR already generate the score (got date in Process On), and the staff form status is in “Pending Employee Acknowledgement”. This status only will reflect when HR change the appraisal form status from “ Start Appraisal ” to “ Acknowledge ”
---	---