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# Staff – Submit Appraisal Form (Competencies Only)

ifexcloudpayroll.com/PMS/views/appraisaldetail/APP-16%2F10%2F25-000080/203/MMX0024

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## Appraisal

### Appraisal Question List

Employee Information	Appraisal Detail				
<b>Employee Number:</b> MMX0024	<b>Name:</b> NOOR ZALINA BINTI SURAJI	<b>Title:</b> MS	<b>Job Title:</b> ACCOUNT ASST MANAGER	<b>Position:</b> ACCAM	<b>Department:</b> ACC
<b>Division:</b> NORMAL	<b>Company:</b> MMX	<b>Shift Group:</b> HASOA			

Useful Information

Extra Information

## View Rating Ranking

Achievement/Competency [Confirm and Update](#)

[Save as Draft](#) [Revert](#)

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

## Performance Standard Description

	RATING
<ul style="list-style-type: none"> <li>• Excellent <u>work</u> :- consistently accurate, thorough and high standard(s)</li> </ul>	5
<ul style="list-style-type: none"> <li>• Good quality of <u>work</u>:- seldom needs correction(s) and maintain consistent standard of work.</li> </ul>	4
<ul style="list-style-type: none"> <li>• Satisfactory quality: - error within acceptance limit.</li> </ul>	3
<ul style="list-style-type: none"> <li>• Occasionally careless: - standard inconsistent; sometimes need checking.</li> </ul>	2
<ul style="list-style-type: none"> <li>• Work quality below standard and requires correction: - inaccurate and slipshod, needs continuous checking.</li> </ul>	1

## Select Rating

Achievement/Competency [Confirm and Update](#)

[Save as Draft](#) [Revert](#)

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	Performance Standard	Employee Rating	Employee Remark	E
	<a href="#">View Description</a>	Select... ▼	<a href="#">Add Remark</a>	
	<a href="#">View Description</a>	1	<a href="#">Add Remark</a>	
	<a href="#">View Description</a>	2	<a href="#">Add Remark</a>	
ilities.	<a href="#">View Description</a>	3	<a href="#">Add Remark</a>	
	<a href="#">View Description</a>	4	<a href="#">Add Remark</a>	
		5		



## Add Remark

Achievement/Competency [Confirm and Update](#)

Competency [Save as Draft](#) [Revert](#)

#	Question ID	Performance Goal	Performance Standard	Employee Rating	Employee Remark	Evaluator/Superior Remarks
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### Add/Edit Remark ×

Remark:

[Save](#) [Cancel](#)

## Complete all questions & submit form

Achievement/Competency

Competency

Confirm and Update

Save as Draft Revert

#	Question ID	Performance Goal	Performance Standard	Employee Rating	Employee Remark	Evaluator/Superior Remarks
1	1291	QUALITY OF WORK The accuracy, thoroughness and effectiveness of work regardless of the volume of work.	<a href="#">View Description</a>	1 ▾	rema... <a href="#">Edit Remark</a>	
2	1292	QUANTITY OF WORK / OUTPUT The level of work output attained and the ability to perform job assignments in their order of priority.	<a href="#">View Description</a>	2 ▾	rema... <a href="#">Edit Remark</a>	
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Click "Confirm and Update" button. The form will go to Supervisor.

### Notes:

1. Staff must give rating for ALL questions.
2. Remark for each question is compulsory field.