

Contents

Supervisor – Review Appraisal Form (Competencies Only)2

 View Rating Ranking3

 Select Rating.....4

 Add Remark5

 Complete all questions & submit form6

Supervisor – Review Appraisal Form (Competencies Only)

Supervisor Review: Employee Information

Profile

Employee Number: MMX0024 **Name:** NOOR ZALINA BINTI SURAJI **Title:** MS **Job Title:** ACCOUNT ASST MANAGER **Position:** ACCAM **Department:** ACC
Division: NORMAL **Company:** MMX **Shift Group:** HASOA

Useful Information



Extra Information



View Rating Ranking

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.	View Description	1	rema... View Remark	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.	View Description	2	rema... View Remark	Add Remark	
3	1293	LEADERSHIP	The ability to lead and motivate subordinates or a group to achieve a common goal.	View Description	3	rema... View Remark	Add Remark	
4	1294	DEVELOPING SUBORDINATES	The ability to develop subordinates through effective guidance / training, progressively permitting them to assume more responsibilities.	View Description	4	rema... View Remark	Add Remark	
5	1295	ADAPTABILITY / FLEXIBILITY	The ability to learn new of different jobs and adjust to new situation without difficulty.	View Description	5	rema... View Remark	Add Remark	

Performance Standard Description

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

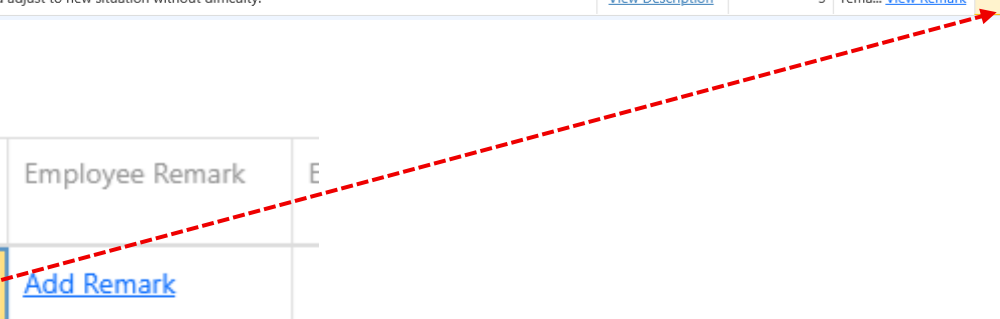
Select Rating

Supervisor Review: Staff Appraisal Question [Confirm and Submit Review](#)

[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.	View Description	1	rema... View Remark	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.	View Description	2	rema... View Remark	Add Remark
3	1293	LEADERSHIP	The ability to lead and motivate subordinates or a group to achieve a common goal.	View Description	3	rema... View Remark	Add Remark
4	1294	DEVELOPING SUBORDINATES	The ability to develop subordinates through effective guidance / training, progressively permitting them to assume more responsibilities.	View Description	4	rema... View Remark	Add Remark
5	1295	ADAPTABILITY / FLEXIBILITY	The ability to learn new of different jobs and adjust to new situation without difficulty.	View Description	5	rema... View Remark	Add Remark

Performance Standard	Employee Rating	Employee Remark
View Description	Select...	Add Remark
View Description	1	Add Remark
View Description	2	Add Remark
View Description	3	Add Remark
View Description	4	Add Remark
View Description	5	Add Remark



Add Remark

Achievement/Competency [Confirm and Update](#)

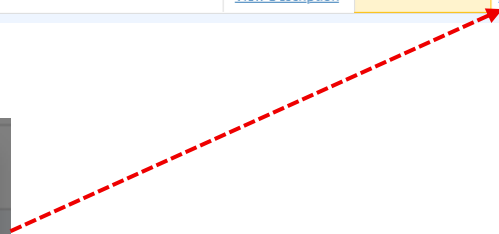
Competency [Save as Draft](#) [Revert](#)

#	Question ID	Performance Goal	Performance Standard	Employee Rating	Employee Remark	Evaluator/Superior Remarks
1	1291	QUALITY OF WORK The accuracy, thoroughness and effectiveness of work regardless of the volume of work.	View Description	▼	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.	View Description	▼	Add Remark	
3	1293	LEADERSHIP The ability to lead and motivate subordinates or a group to achieve a common goal.	View Description	▼	Add Remark	
4	1294	DEVELOPING SUBORDINATES The ability to develop subordinates through effective guidance / training, progressively permitting them to assume more responsibilities.	View Description	▼	Add Remark	
5	1295	ADAPTABILITY / FLEXIBILITY The ability to learn new of different jobs and adjust to new situation without difficulty.	View Description	▼	Add Remark	

Add/Edit Remark ×

Remark:

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



Complete all questions & submit form

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.	View Description	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.	View Description	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.	View Description	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.	View Description	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.	View Description	5	rema... View Remark	5 ▾	Add Remark

Click "Confirm and Update" button.

Notes:

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