

Staff Performance Appraisal Form

Part 1 Personal Particulars

Name of Appraisee	
Position	
Department/Division	
Date of Employment	/ / (dd / mm / yyyy)
Appraised by	
Position	
Period under Review	From / / (dd / mm / yyyy)
	To / / (dd / mm / yyyy)

Part 2 Performance Assessment (Refer to Assessment Areas)

	Rating (✓) (refer to guidelines on page 2)				
Attendance	5()	4()	3()	2()	1()
Job knowledge and skills	5()	4()	3()	2()	1()
Quality of work	5()	4()	3()	2()	1()
Initiative and motivation	5()	4()	3()	2()	1()
Team work	5()	4()	3()	2()	1()
General conduct	5()	4()	3()	2()	1()
Discipline	5()	4()	3()	2()	1()

Overall Performance Rating

Substantially exceeds job requirements	Exceeds job requirements	Meets job requirements	Partially meets job requirements	Does not meet most job requirements
5()	4()	3()	2()	1()

Remarks: _____

Assessment Areas	<p style="text-align: center;">Rating Guidelines</p> <p style="text-align: center;">(for reference only, the MC should develop the ratings based on the staff performance requirements)</p>
1. Attendance	<p>5 = No late for work or absence record, willing to take urgent duty at short notice</p> <p>4 = No late for work or absence record during the appraisal period</p> <p>3 = Less than 3 times of late for work or absence record during the appraisal period</p> <p>2 = 3 times of late for work or absence record during the appraisal period</p> <p>1 = More than 3 times of late for work or absence record during the appraisal period</p>
2. Job knowledge and skills	5 = Substantially exceeds job requirements
3. Quality of work	4 = Exceeds job requirements
4. Initiative and motivation	3 = Meets job requirements
5. Team Work	2 = Partially meets
6. General conduct	1 = Does not meet most job requirements
7. Discipline	<p>5 = No disciplinary record, always follow supervisor's and working</p> <p>4 = No discipline record</p> <p>3 = Less than 3 times of disciplinary record</p> <p>2 = 3 times of disciplinary record</p> <p>1 = More than 3 times of disciplinary record</p>