



## **EMPLOYMENT PERFORMANCE APPRAISAL REPORT**

**UVA INTERNATIONAL SDN BHD  
A-2-7, PLAZA DWITASIK,  
BANDAR SRI PERMAISURI,  
56000 KUALA LUMPUR  
MALAYSIA**

<b>Employee Name:</b>	
<b>Position:</b>	
<b>Evaluation Period:</b>	
<b>Review Date:</b>	
<b>Supervisor's Name:</b>	

## EMPLOYEE PERFORMANCE APPRAISAL REPORT

PURPOSE OF  
APPRAISAL

☐

QUARTERLY

☐

HALF-  
YEARLY

☐

CONFIRMATION

☐

SPECIAL

### TO THE RATER:

This rating will represent your appraisal of the employee's performance on his / her present job. The value of it depends upon the impartial and sound judgment you use. You should keep in mind both the interest of the Company and the personal interest of the Individual when making the rating.

This appraisal is to assist the Company in assessing the employee's performance and capability in his present job and the possibility of career advancement. It serves as a record of capacities and accomplishments. It may also be used to measure improvements on the job.

- (1) Consider only one factor at a time. Recall instances that are typical of his work performance and behaviour. Avoid being influenced by unusual cases or isolated incidents or instances which are not typical.
- (2) Base your judgment on the requirement of the job and his performance in it as compared to others doing similar work. Avoid personal feelings.

- (3) Carefully read the description of each trait and specifications for each grade before making your entry. You may wish to substantiate your marking with your comments in the spare provided.
- (4) Upon completion, review and check your rating. The ratings on the factors would tend to provide a record of limitations and strong points of employee who is appraised.
- (5) Total points / percentage: In cases when factors are marked not applicable, adjustment will have to be made by deducting the relevant maximum points assigned to those factors and the percentage of points scored in calculated accordingly.
- (6) In the space provided in Section B, make any comments which you believe will furnish additional information concerning the employee e.g. his strong points limitations and suggestions remedial actions. If space provided is insufficient, please use separate sheet.

Based on your assessment, please indicate how you rate his / her performance.

PLEASE TICK	KPI	GRADE	DESCRIPTION
<input type="checkbox"/>	Above 9	Superior	An exceptional employee whose performance was outstanding and deserves special commendation.
<input type="checkbox"/>	8.0 – 9.0	Good	Performance generally exceeds job requirements on some of the principle duties of the position.
<input type="checkbox"/>	6.5 – 8.0	Above Average	Better than the average doing the same job but with room for improvement.
<input type="checkbox"/>	5.0 – 6.4	Average	Performance barely meets the general requirements of the position.
<input type="checkbox"/>	Below 5.0	Below Average	Performance fails to meet most requirements of the duties of position.

## SECTION A

## PERFORMANCE RATING

On a scale of 1-10, with 1 being "poor" and 10 being "excellent," how would you rate the yourself of the following. Kindly provide your comments for each of the rating in the "Comments" box to support your rating.

S/N	FACTORS	1	2	3	4	5	6	7	8	9	10	SCORE
1	<b>JOB KNOWLEDGE</b> Does he / she have the knowledge and skill required for his / her job?	Lacks basis Knowledge and skill for the job.		Has some knowledge of job but requires close supervision most of the time.		Sufficient knowledge to perform routine work.		Broad knowledge. Rarely requires instructions and advice.		Has very good knowledge in every aspect and applied well in the job		
Comments:												
2	<b>QUALITY OR WORK</b> To what extent does he / she perform work to meet job requirements, considering accuracy and performance standards?	Careless in work and makes mistake most of the time.		Often make mistakes and does work haphazardly.		Seldom make mistakes. Minimum rework.		Careful and neat in work		Very thorough in work.		
Comments:												
3	<b>QUANTITY OF WORK</b> To what extent does he / she achieve the job objective. Considering assignment completion, meeting schedules and additional achievements?	Frequently misses job assignments or objectives.		Rarely achieves objectives within reasonable time.		Achieves objectives most of time.		Meets all objectives and output all the time.		Work output consistently exceeds requirements.		
Comments:												
4	<b>CO-OPERATION</b> Does he / she cooperate well with others and other department personnel?	Lacks ability or interest to get along with others.		Sometimes difficult to work with.		A good team worker.		Very cooperate in working with others.		Willing to make sacrifices for department and fully cooperate with other departments to attain over-all company objectives.		
Comments:												
5	<b>DEPENDABILITY</b> How dependable is he / she in the job?	Cannot be depended on. Irresponsible in job.		Accepts responsibility only when directed but avoids additional responsibilities.		Dependable under normal situations, requires prodding in new situations.		Dependable and conscientious in most new situations.		Completely dependable and highly responsible in every way.		
Comments:												

S/N	FACTORS	1	2	3	4	5	6	7	8	9	10	SCORE
6	<b>ADAPTABILITY</b> Is he / she able to adapt to the job or to any new situation?		Very slow learner, not adaptable.		Able to perform existing job situation effectively but unable and unwilling to adapt to any new situation.		Adapt to any job requirement and work environment.		Adapts well in any job fast.		Exceedingly perceptive and adaptable to new situation.	
Comments:												
7	<b>COMMUNICATION</b> Is he / she able to communicate well with superior / other of staff both orally and in writing?		Less than average skill in spoken and written communication.		Average ability in oral and written communication.		Above average ability in oral and written communication.		Good ability to express and communicate orally and in writing.		Outstanding ability to express thoughts and ideas both orally and in writing.	
Comments:												
8	<b>LEADERSHIP</b> Does he / she effectively use his / her subordinate to achieve objectives set?		Lacks leadership skill.		Can only lead or direct a small group under guidance.		A capable leader able to motivate and inspire others to achieve results / targets.		A very good leader who succeeds in promoting efficiency and self-development in others.		Commands respect and inspire subordinates to perform to the best of their abilities. Sets exemplary standards of work and behaviour.	
Comments:												
9	<b>DELEGATION</b> Does he / she effectively delegate, check and follow up?		Does all work himself / herself?		Seldom delegates work to subordinates.		Able to obtain effective work from subordinates.		Develops subordinates well; very capable in assigning responsibilities.		Good ability in assigning appropriate responsibilities, considering individual capacities.	
Comments:												
10	<b>INITIATIVE</b> Does he / she seek improvement in his / her work?		No initiative at all. Need to be told what is to be done.		Only performs under instructions. No attempt made to improve or enlarge scope of work.		Alert for improvement in work methods.		Enterprising and resourceful. Always seek improvement in work method.		Very enterprising and farsighted. Has contributed much to the improvement of work method.	
Comments:												

S/N	FACTORS	1	2	3	4	5	6	7	8	9	10	SCORE
11	<b>ANALYTICAL</b> How analytical is he / she in the job?	Unable to reason logically.		Little ability to comprehend and interpret problems and / or data.		Capable of making routine analysis		Very good in developing logical conclusions in normal and new situations.		Exceptionally ability to study and examine problems, distinguishing their component parts and their relations to the whole.		
Comments:												
12	<b>JUDGMENT</b> How effective is he / she when making judgment, use of foresight and ability in rating others?	Impulsively jumps to conclusions; does not consider all of the facts. Conclusions are often faulty.		Reaches conclusions after superficial consideration of facts. Conclusions are sometimes faulty and without foresight.		Considers facts carefully. Normally able to make good and acceptable decisions.		Decisions are always sound and acceptable with good foresight.		Extremely good judgment. Decision is inclusive, sound and timely. Conclusions reached only after careful analysis of facts.		
Comments:												
13	<b>ORGANISATION OF WORK</b> How competent is he / she in organizing work / assignments according to priority to ensure optimum use of time and resources?	Poor organizer, no sense of priority.		Requires general guidance in planning and delegating work; seldom meets deadline.		Average organizational ability. Able to set priorities and meet deadline / schedule.		Good organizational and supervisory abilities. Able to obtain good results in time under difficult situations.		Exceptional ability in planning and organizing works / programs. Able to use resources well to achieve objective through effective advice.		
Comments:												
14	<b>ATTENDANCE AND TARDINESS</b> Consider how much time is lost due to unexcused absence and unpunctuality.	Poor attendance and tardiness.		Frequently late / absent / on MC / early departure.		Within acceptable limit.		Good attendance and tardiness. Seldom late / absent for work.		Perfect attendance and tardiness.		
Comments:												
											<b>TOTAL POINTS SCORED</b>	
											<b>OVERALL KPI</b>	

## SECTION B

## PERFORMANCE

### 1. SALES PERFORMANCE:

Monthly Sales Target: RM50,000

Select Month	Month 1	Month 2	Month 3	Total
UVA Threads				
Devices				
Wish Formula				
<b>Total</b>				
<b>Sales Achievement %</b>				
<b>Sales KPI</b>				

Please state your remarks for the above below, if any:

### 2. CUSTOMER VISITATION PERFORMANCE:

Daily Target Time Spend with customer: 180 minutes

Select Month	Month 1	Month 2	Month 3	Total
Total Working Days				
Number of Existing Customers				
Number of New Customers				
Total Time Spent with Customers				
<b>Total</b>				
<b>Customer Visitation KPI</b>				

Please state your remarks for the above below, if any:

3. **PUNCTUALITY PERFORMANCE:**

Select Month	Month 1	Month 2	Month 3	Total
Long Hours				
Short Hours				

Please state your remarks for the above below, if any:

4. **LEAVE PERFORMANCE:**

Select Month	Month 1	Month 2	Month 3	Total
Medical Leave				
Emergency Leave				

Please state your remarks for the above below, if any:

5. **KNOWLEDGE PERFORMANCE:**

On a scale of 1-10, with 1 being "poor" and 10 being "excellent," how would you rate your knowledge of the following?

Topic	Theory	Features	Benefits	Practical	Presentation	Role Play
Skin Anatomy & Physiology						
Aqua Pro						
Balance Ice						
Cleore-I Skin Analyser						
CryoCell						
Hipro-S						
IPL						
PDT						
Pentagon CO2 Laser						
Q-Switch						
Relaxell StemCell						
UltraPen II						
UltraShine Mesotherapy						
UVA Threads						
Wish Formula						

Please state your remarks for the above below, if any:



**6. SYSTEM FAMILIARITY PERFORMANCE:**

On a scale of 1-10, with 1 being "poor" and 10 being "excellent," how would you rate your familiarity of the following?

Office Equipment	Rate
Tablet	
Computer	
Printer	
Internet	
VOIP Phone	

UVACRM System & Email	Rate
UVAMail	
Account	
Contact	
PostCall Note	
Demonstration	
Loan Form	
Meeting	
Sales Order	
Updates	
Products	
Follow Up	
Historical Sales	
PreCall Planning	

Please state your remarks for the above below, if any:

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## SECTION C

## 6-MONTHLY PLANNING

Please write your plan for the coming 6 months in detail how and what would you do to strengthen your position in this company:

## SECTION D

## COMMENTS FROM REPORTING OFFICER

<b>1. Strengths of employee (indicate favourable qualities)</b>
<b>2. Limitations of employee (indicate favourable qualities that need improvement)</b>
<b>3. Sales Performance (applicable to sales personnel only)</b>
<b>4. Recommendation</b>

### APPRAISER RECOMMENDATIONS:

	To confirm in service, effective _____ at RM _____ per month.
	Probation to be extended, effective _____.
	Employee to be terminated, effective _____.
	To promote to _____ effective _____.
	Salary adjusted to RM _____ effective _____.
	Incentive Scheme RM _____.
	No action required

<b>Employee Signature</b>	<b>Appraiser Signature</b>	<b>Manager Signature</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>

# THE ABOVE HAVE BEEN DISCUSSED AND EXPLAINED TO ME. I DO / DON'T AGREE WITH THE APPRAISAL.

# N.B. PRIOR APPROVAL MUST BE SOUGHT FROM MANAGING DIRECTOR / MANAGER AND CONSENSUS FROM THE PERSONNEL DEPARTMENT BEFORE NOTIFYING THE EMPLOYEE OF THE APPRAISAL OUTCOME.