

CONFIDENTIAL

Please refer to "Service Circular No. 4/2002" and "Service Circular Letter No. 2/2009" before filling in this form



UiTM FORM (Performance) 3/2002
2010 Amendment

NRIC No. :

Staff No. :

UNIVERSITI TEKNOLOGI MARA
PERFORMANCE APPRAISAL REPORT
MANAGEMENT AND PROFESSIONAL GROUP

Year

NOTE

Appraisers who are First Appraiser (FA) and Second Appraiser (SA) as well as Appraisee should give attention to the following aspects before and during evaluation:-

- (i) Appraisee must complete **Section I and II** whereas FA and SA must complete **Section III to Section IX** at the end of the appraisal year;
- (ii) If there is a need for further clarification in filling in the Annual Performance Appraisal Report Form (LNPT) and during appraisal, Appraisee as well as FA and SA shall refer to Appendix A2 : Guidelines for Implementation of Performance Appraisal System for Malaysia Public Service Officer (Service Circular No. 4/2002) and Enhancement for Management of Performance Appraisal System for Public Service Officer (Service Circular Letter No. 2/2009).
- (iii) FA and SA shall use the Performance Appraisal Rating Scale as in **Appendix 'A'**; and
- (iv) FA and SA shall inform Appraisee on ways in improving his performance / career development that should be done before signing **Section VIII**

SECTION I - PERSONAL PARTICULARS

(To be filled in by Appraisee)

- (i) Name :
- (ii) Post and Grade :
(In the Appraisal Year)
- (iii) Branch / Faculty / Centre / Department / Unit:
(In the Appraisal Year)

.....

SECTION II - ACTIVITY AND CONTRIBUTION OUTSIDE OFFICIAL DUTY / TRAINING

(To be filled in by Appraisee)

1. ACTIVITY AND CONTRIBUTION OUTSIDE OFFICIAL DUTY

List of activities and contributions outside official duties such as sports / organisations / creative contribution at the Community / Department / Ministry / Zone / District / State / National / International Level which is beneficial to the organisation / community / country in the appraisal year.

List of activities / contributions	Level of activities / contributions (Specify position held or achievement)

2. TRAINING

(i) List down the training programme (seminar, course, workshop and others) attended in the appraisal year.

Name of Training (State certificate if any)	Date / Duration	Venue

(ii) List down training required

Name / Scope of Training	Reason(s)

I hereby confirm that all the statements are true.

Signature of Appraisee

Date

SECTION III - WORK OUTPUT (Weightage 50%)

***SA need to be filled in if there is Second Advisor**

FA and SA are required to make appraisal based on the actual work output of the Appraisee as compared to the given AWT. Appraisal must be based on the stated criteria below using the scale of 1 to 10 :-

CRITERIA (To be appraised based on AWT)	FA	SA
1. QUANTITY OF WORK OUTPUT - Quantity of work output such as the total, number, rate, frequency etc as compared to the given quantity of work target.	<input type="text"/>	<input type="text"/>
2. QUALITY OF WORK OUTPUT- 2.1 To be appraised based on perfection, systematic and neatness. 2.2 To be appraised based on effort and initiative given to achieve perfection in work output.	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
3. PUNCTUALITY - Ability to produce work or to carry out duty within the given duration.	<input type="text"/>	<input type="text"/>
4. EFFECTIVENESS OF WORK OUTPUT - To be appraised based on meeting the requirements of stakeholders or customers.	<input type="text"/>	<input type="text"/>
TOTAL	<u> </u> x 50 = 50	<u> </u> x 50 = 50

SECTION IV - KNOWLEDGE AND SKILLS (Weightage 25%)

FA and SA are required to make appraisal based on the stated criteria below using the scale of 1 to 10:-

CRITERIA	FA	SA
1. KNOWLEDGE AND SKILL OF WORK – Possess knowledge and skills / expertise in producing work that covers the ability to identify, analyse and to solve problem.	<input type="text"/>	<input type="text"/>
2. IMPLEMENTATION OF POLICIES, ADMINISTRATIVE RULES AND DIRECTIVES- Ability to internalise and execute policies, administrative rules and directives that are related to his work scope.	<input type="text"/>	<input type="text"/>

CRITERIA	FA	SA
3. EFFECTIVENESS IN COMMUNICATION - Ability to deliver intentions, opinions, understandings or directives either spoken or written with regard to his work scope. This includes a good command of the language, oral and written, using the right grammatical rules and also good presentation skill.	<input type="text"/>	<input type="text"/>
Total marks according to weightage	$\frac{\quad}{30} \times 25 =$	$\frac{\quad}{30} \times 25 =$

SECTION V – PERSONAL QUALITY (Weightage 20 %)

FA and SA are required to make appraisal based on the stated criteria below using the scale of 1 to 10:-

CRITERIA	FAO	SAO
1. LEADERSHIP CHARACTERISTICS - Have vision, ability to make decision, able to drive and motivate subordinates towards achieving organisation's objectives.	<input type="text"/>	<input type="text"/>
2. ABILITY TO ORGANISE - Ability to utilise resources under his control such as money, human, tools and information as to plan, coordinate, delegate, and execute duties to achieve the organisation's objectives.	<input type="text"/>	<input type="text"/>
3. DISCIPLINE - Possess mental and physical self-control including abiding rules, keeping time and promises, and patience.	<input type="text"/>	<input type="text"/>
4. PROACTIVE AND INNOVATIVE - Ability to predict possibilities, generate new ideas and innovations to upgrade quality and productivity of the organisation.	<input type="text"/>	<input type="text"/>
5. NETWORKING AND COOPERATION - Ability to create a harmonious cooperation and friendly atmosphere, and able to adapt to all situations.	<input type="text"/>	<input type="text"/>
Total marks according to weightage	$\frac{\quad}{50} \times 20 =$	$\frac{\quad}{50} \times 20 =$

SECTION VI - ACTIVITY AND CONTRIBUTION OUTSIDE OFFICIAL DUTY (Weightage 5 %)
 (Sports/ Organisations/ Creative Contributions)

Based on the information in Section II paragraph 1, FA and SA are required to make appraisal using the scale of 1 to 10. No marks will be given if the Appraisee failed to record / no activity or contribution.

	FA	SA
Community / Department / Ministry/Zone/District / State / National / International Level	<input type="text"/>	<input type="text"/>
Total marks according to weightage	$\frac{\quad}{10} \times 5 =$	$\frac{\quad}{10} \times 5 =$

SECTION VII – OVERALL TOTAL MARKS

FA and SA are required to record the total marks obtained by Appraisee in percentage (%) based on the total marks of every section.

	FA (%)	SA (%)	AVERAGE MARKS (%) <i>(To be filled in by PPSM Secretariat)</i>
OVERALL TOTAL MARKS	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION VIII - OVERALL COMMENT AND ENDORSEMENT BY FIRST APPRAISER

1. Period during which Appraisee works under my supervision: - year month

2. FA is required to give an overall comment of Appraisee

(i) Overall performance

.....

(ii) Career development

.....

3. This is to confirm that this Appraisal has been informed to the Appraisee.

Name of FA	:-
Post	:-
Branch Campus / Faculty / Centre / Department / Unit:- (with official department stamping)	
Staff No.	:-

--

Signature of FA

--

Date

SECTION IX – OVERALL COMMENT BY SECOND APPRAISER

***SA need to be filled in if there is Second Advisor**

1. Period during which Appraisee works under my supervision:- year month

2. SA is required to give an overall comment of Appraisee based on FA's overall comment :-

.....
.....

Name of SA	:-
Post	:-
Branch Campus / Faculty / Centre / Department / Unit :- (With official department stamping)	
Staff No.	:-

--

Signature of SA

--

Date

PERFORMANCE APPRAISAL RATING SCALE

RATING SCALE FOR WORK OUTPUT

LEVEL	SCALE	EXPLANATION
Very High	10	Output always meets maximum level
	9	Output frequently meets maximum level
High	8	Output occasionally meets maximum level
	7	Output always exceeds minimum level
Average	6	Output occasionally exceeds minimum level
	5	Output always meets minimum level
Low	4	Output frequently meets minimum level
	3	Output occasionally meets minimum level
Very Low	2	Output is frequently below the minimum level
	1	Output is always below the minimum level

RATING SCALE FOR KNOWLEDGE AND SKILLS

LEVEL	SCALE	EXPLANATION
Very High	10	Possessing very wide and in-depth knowledge and skills in his duties, acknowledged as an expert and act as a source of reference within and outside the organisation.
	9	
High	8	Possessing wide knowledge and skills in his duties and frequently act as a source of reference in the organisation.
	7	
Average	6	Possessing adequate knowledge and skills in carrying out duties in the organisation
	5	
Low	4	Possessing inadequate knowledge and skills in his duties and requiring guidance from his senior officer.
	3	
Very Low	2	Not possessing the basic knowledge and skills in his duties and requires guidance.
	1	

RATING SCALE FOR PERSONAL QUALITY

LEVEL	SCALE	EXPLANATION
Excellent	10	Always appreciate and practice excellent personal quality characteristics
	9	
Good	8	Appreciate and practice excellent personal quality characteristics
	7	
Average	6	Appreciate and practice average personal quality characteristics
	5	
Weak	4	Appreciate and practice less personal quality characteristics
	3	
Very Weak	2	Does not appreciate and practice personal quality characteristics
	1	

RATING SCALE FOR ACTIVITY AND CONTRIBUTION OUTSIDE OFFICIAL DUTY

There are six levels of involvement and those are **Very Active, Active, Moderate, Less Active, Not Active** and **No Activity** regardless of level of involvement namely Community / Department / Ministry / Zone / District / State / National / International using the scale of 0 to 10 :-

Level	Very Active		Active		Moderate		Less Active		Not Active		No Activity
Scale	10	9	8	7	6	5	4	3	2	1	0

LEVEL	SCALE	EXPLANATION
Very Active	9-10	(i) Very active in various association activities/programmes/sport activities or any outdoor activities and hold leadership positions or equivalent ; or (ii) Give creative contributions such as new discoveries/creative works that are beneficial.
Active	7-8	(i) Active in various association activities/programmes/sport activities or any outdoor activities as the committee, player or others that drives the activities; or (ii) Give creative contributions such as new discoveries/creative works that are beneficial.
Moderate	5-6	Moderately active in association activities/programmes/sport activities or any outdoor activities and is involved as the committee member, player or equivalent.
Less Active	3-4	Less active in association activities/programmes/sport activities or any outdoor activities and is only involved as an ordinary member or the like.
Not Active	1-2	Not active in association activities/programmes/sport activities or any outdoor activities.
No Activity	0	No activity listed.

SAMPLE OF RATING

Level of activities/contributions (Position or Achievement)	Marks
International/National/State/District/Zone/Ministry/Department/Community Level - Chairman/Team Leader/Secretary/Treasurer and other key leadership positions	9 - 10
International/National/State/District/Zone/Ministry/Department/Community Level - Committee Member of Associations /Programmes/Sport Activities - More than three (3) activities listed, additional 1 mark	7 - 8
Department/Branch/Sector/Unit Level - Committee Member of Associations /Programmes/Sport Activities - More than three (3) activities listed, additional 1 mark	5 - 6
International/National/State/District/Zone/Ministry/Department/Branch/Sector/Unit Level - Ordinary member - More than three (3) activities listed, additional 1 mark	3 - 4
Department/Branch/Sector/Unit Level - Ordinary member - Less than three (3) activities listed	1 - 2
No activity listed	0

CATEGORY FOR PERFORMANCE ACHIEVEMENT

Category	Marks	Explanation for Achievement Category
Excellent	90-100%	<ul style="list-style-type: none"> • Possess excellent leadership quality in ensuring the functions and objectives organisation are achieved. • Excellent work output and always meet the given standards. • Possess knowledge/skills/ highly recognised expertise in work scope and is constantly consulted. • Possess excellent personal qualities and become the role model of others.
Good	80 – 89.99%	<ul style="list-style-type: none"> • Able to administer/supervise well in ensuring organisation's functions and objectives are achieved. • Good work output and always meet the maximum standards. • Possess knowledge/skills/ highly recognised expertise in work scope and become the resource person. • Possess good personal qualities.
Satisfactory	60 – 79.99%	<ul style="list-style-type: none"> • Able to administer/supervise the organisation satisfactorily. • Satisfactory work output and meet the given standards. • Possess satisfactory knowledge/skills/expertise in work scope and able to give advice in certain areas. • Possess satisfactory personal qualities.
Less Satisfactory	50-59.99%	<ul style="list-style-type: none"> • Less satisfactory work output and often do not meet the minimum standards. • Possess less satisfactory knowledge/skills to carry out duties. • Possess less satisfactory personal qualities and discipline.
Weak	49.99% and below	<ul style="list-style-type: none"> • Poor work output and did not meet the given standards. • Less knowledgeable and less skilled in carrying out duties. • Personal qualities and discipline are below expected level.