

CLINICAL RESEARCH CENTRE

PERFORMANCE / CONFIRMATION APPRAISAL – NON EXECUTIVE

PURPOSE OF REVIEW

(Please tick one)

- Confirmation due on _____ Annual Review for Year _____
- Others _____ Promotion
(Please specify)

VENDOR / COMPANY OF EMPLOYMENT _____

PARTICULARS OF STAFF

Name of Staff : _____

Department/Unit : _____

Designation : _____

Commencement Date : _____

Years/Months in Service : _____

Current Salary : _____

EVALUATION OF STAFF'S PERFORMANCE

DESCRIPTION	POINT GRADING				POINTS
	1	2	3	4	
1) JOB PERFORMANCE					
1.1 Quality	Untidy & Careless	Acceptable with some errors	Neat, seldom with errors	Accurate & Neat	
1.2. Quantity	Low output	Average	Good	High Output	
2) ATTITUDE TOWARDS WORK	Does not show interest in work	Will only do what is required	Attempts to improve self & job	Enthusiastic, shows initiative & continually go beyond routine of job	
3) ATTENDANCE & PUNCTUALITY	Frequently absent	Acceptable	Good	Full attendance and never late for work	
4) ADAPTABILITY/ APTITUDE	Very slow to learn & adapt – dislikes changes	Able to learn in reasonable time	Able to put ideas and methods into effect without delay	Exceedingly perceptive-learns quickly	
5) CO-OPERATION	Some friction develops in contact with others	Avoids friction but does not go out of the way to help	Good team worker- works well with others	Very co-operative- quick to assist others in the interest of overall company efficiency	
6) APPEARANCE	Gives a poor impression, careless	Acceptable	Good	Pleasant, very impressive & confident	

1. What is the staff's level of performance based from the evaluation table above?
 - A. 7 – 10 Points - Below Expectation
 - B. 11 – 17 Points - Average
 - C. 18 – 24 Points - Good work as expected
 - D. 25 – 28 Points - Outstanding Performance

2. List in order of importance, the staff's outstanding strengths
 - A.
 - B.
 - C.

3. List staff's weaknesses and areas where he/she needs to concentrate in order to add value as a staff.
 - A.
 - B.
 - C.

4. What course of action do you recommend that the staff follows to improve in his/her present job and prepare for possible advancement in the organization.
 - A.
 - B.
 - C.

RECOMMENDATIONS

1. Salary Adjustment Recommended

No increment
Increment (RM) (%)
Merit Increment (RM) (%)

2. Promotion Recommended

New Job Title :
New Monthly Salary : (RM) (%)

Justification for the above recommendation

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Signature of Appraiser
Name :
Date :

Signature of Head of Unit
Name :
Date:

Comments by Manager of CRC

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Comments by Head of CRC

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Authorised by

Manager of CRC
Date :

Approved by

Head of CRC
Date :