

HEXATECH	Personnel Appraisal Form	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 5
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PRIVATE AND CONFIDENTIAL

INSTRUCTIONS

Please read through the entire appraisal form carefully before reviewing the performance of the employee.

This appraisal form is to be used for all employees of the Company covering both executives and non-executives. *Executive* refers to general manager, senior manager, manager, assistant manager, coordinator, technical executives and non-technical executives. *Non-Executive* refers to foreman, supervisor, project worker, technician, production worker, general worker, handyman, driver, welder, waiter, cook, etc.

This appraisal report shall be carried out on an annual basis or at a period to be determined by the Company's HR Department. However, special assessment report can be carried out with the approval of the Company's HR Department.

The employee (appraisee) concerned must be interviewed confidentially by his/her manager (appraiser), preferably together with the presence of a HR representative. The contents of this appraisal should be discussed fully with the appraisee. The appraisee must be given the opportunity to include any comments he/she wishes to make about the review. Such interview shall be arranged by the appraisee's manager and should be not last more than 30 minutes.

NAME OF EMPLOYEE :	_____
DATE FIRST JOINED :	_____
CURRENT APPOINTMENT :	_____
KEY DUTIES & RESPONSIBILITIES :	_____ _____ _____ _____ _____
CURRENT GRADE :	_____
PERIOD OF ASSESSMENT :	_____ TO _____
TYPE OF ASSESSMENT :	Annual Report / Special Report * (* Delete where applicable)

1	KEY BEHAVIORS												
	<p>Weight the Key Behaviors shown in the following table according to their importance to the employee's job and assess the extent to which the employee demonstrates those behaviors when doing his/her work. (Refer to Maximum Assessment Point Allocations for Executives at Appendix 1 and Non-Executives at Appendix 2)</p> <p>The weightings to be allocated to Key Behavior must total 100.</p> <p>The executive's performance on each Key Behavior should be scored according to the following scale:</p> <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">Assessment</th> <th style="text-align: left;">Points</th> </tr> </thead> <tbody> <tr> <td>Consistently exceeded requirements</td> <td>5 points</td> </tr> <tr> <td>Often exceeded requirements</td> <td>4 points</td> </tr> <tr> <td>Consistently met requirements</td> <td>3 points</td> </tr> <tr> <td>Usually met requirements</td> <td>2 points</td> </tr> <tr> <td>Seldom met requirements</td> <td>1 points</td> </tr> </tbody> </table> <p>KB Score = _____ points (Maximum 500 points)</p>	Assessment	Points	Consistently exceeded requirements	5 points	Often exceeded requirements	4 points	Consistently met requirements	3 points	Usually met requirements	2 points	Seldom met requirements	1 points
Assessment	Points												
Consistently exceeded requirements	5 points												
Often exceeded requirements	4 points												
Consistently met requirements	3 points												
Usually met requirements	2 points												
Seldom met requirements	1 points												

KEY BEHAVIOUR ASSESSMENT					
No.	Key Behaviors		Weight (W)	Points (P)	Outcome (W x P)
	Executives *	Non-Executives *			
1.1	Job Knowledge Understands the requirements of the job and the policies, approaches, systems and methods necessary to meet those requirements.	Knowledge of Work Consider knowledge of job gained through experience, general education and specialized training. (Range from a worker who is well informed on all phases of work to inadequate knowledge requires retraining).			
1.2	Planning Considers different courses of actions to achieve an outcome, set goals and timelines and schedules activities to meet priorities.	Quantity of Work Consider the volume of work produced under normal conditions. (Range from a rapid worker who produces exceptional high volume of work to a person who does inadequate volume requires retraining).			
1.3	Leadership Provides direction, fosters a co-operative and effective team environment, enhance the employee performance through coaching and training, keeps people informed and assists people to optimize their contribution to the Company.	Quality of Work Consider neatness, accuracy and dependability of results regardless of volume. (Range from a worker of exceptional quality who does no mistakes to a person making excessive errors or rejection requires improvement to retrain).			
1.4	Decision Making Initiates or takes appropriate actions without direction from others, makes decisions based on investigations and analysis of relevant information and accepts responsibilities for the outcome of their work.	Initiative Consider contribution of new ideas and methods. A self-starter. Able to work independently toward approved goals. (Range from a worker who consistently and aggressively works toward approved goals to a person who needs frequent direction who requires retraining).			
1.5	Delegation Ability to delegates responsibilities where appropriate and monitors outcome.	Dependability and Responsibility Consider the degree of which he/she can be relied on to carry out duties. (Range from a worker who consistently fulfills all job responsibilities and duties, totally reliable to a person who fails to accept responsibility even when specifically assigned requires retraining).			
1.6	Customers Understands and meets the needs of internal and external customers.	Quality of Interpersonal Relationship Consider the degree to which employee interacts and works harmoniously with co-workers or outsiders. (Range from a worker who use of exceptional tact and diplomacy having cooperation and promotion of teamwork to a person who has frequent conflicts with others requires retraining).			
1.7	Process Improvement Initiates changes to work systems, processes and practices to enhance efficiently and effectiveness.	Attendance Consider giving appropriate request of leave. (Range from a worker who consistently regular in attendance, able to adjusts schedule to work need to a person who excessive absences from work requires retraining).			
1.8	Company Management Programmes & Activities Supports, communicates and contributes to the programmes to enhance the performance of the Company/Group.	Punctuality Consider prompt attendance with regards to employee's responsibilities. (Ranges from a worker who consistently prompt to a person who excessively tardiness requires retraining).			
1.9	Group Spirit and Efforts Understand, supports, communicates and applies the philosophy and values of the Company.	Supervisory Abilities Consider supervisory ability including commitment to affirmative action. (Range from a worker who has exceptional ability to lead and team build to a person who has inadequate ability to supervise requires retraining).			
Total KB Score:					

(Note: * Delete which ever is not applicable)

4	APPRAISER SIGNATORY	
	I hereby confirmed that the above appraisal was carried out by me:	
	_____	_____
	Name & Signature of Manager	Date
5	APPRAISEE'S COMMENT & VERIFICATION OF ASSESSMENT INTERVIEW	
5.1	The Employee (Appraisee) should list below any comment he / she wishes to make about the assessment interview or the content of this appraisal report and affix his / her signature to confirm that the appraisal interview was carried out.	
5.2	<u>Comments by Appraisee (if any):</u>	
	_____	_____
	Name & Signature of Appraisee	Date

6	RECOMMENDATIONS ON ANNUAL SALARY INCREASE AND BONUS
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6.1 Based on your appraisal of the employee's overall performance, is he / she recommended for:

(Please TICK) ✓

(a) An increase in salary? Yes No

If 'Yes', state increment amount as follows:

Existing Salary = RM _____ Per Month

Annual Increment = RM _____ Per Month

New Salary = RM _____ Per Month

(b) * An upgrading? Yes No

If 'Yes', indicate new grade and designation as follows:

Existing Grade: _____ Existing Designation: _____

New Grade: _____ New Designation: _____
(If any change)

(* Note: Only executive who had been recommended for upgrading to Grades M1 and above will have to be interviewed by Board of Director).

(c) A bonus payment? Yes No

If 'Yes', state bonus amount as follows:

RM _____ equals _____ month(s) of Salary
(full / pro-rated *)

(* Please delete whichever is not applicable)

6.2 Please provide once again the following information:

Name of Company: _____

Name of Executive (the Appraisee): _____

(Note: Upon completion of the above, please pass this form to HR Department for processing.)

Recommended by :	Verified by :	Approved by :
_____	_____	_____
Manager	Department Head	Managing Director
Date :	Date :	Date :

MAXIMUM POINTS ALLOCATION FOR EXECUTIVES ASSESSMENT FACTORS / QUALITIES	HEXATECH	
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A) FOR EXECUTIVES - HEAD OF DEPARTMENT, SENIOR MANAGER

FACTORS/ QUALITIES	POINTS ALLOCATION IN RESPECT OF SENIOR MANAGERS WHOSE JOB DUTIES AND RESPONSIBILITIES INVOLVE FUNCTIONS RELATED TO			
	FINANCE/ ACCOUNTING/ EDP	BUSINESS DEV. / MARKETING/ SALES	PRODUCTION/ FACTORY/ MANUFACTURING/ PROJECTS/ ENGINEERING	ADMINISTRATION/ SECRETARIAL/ PERSONNEL/ OPERATIONS
Job Knowledge	15	15	20	15
Planning	15	15	10	10
Leadership	10	15	10	10
Decision Making	10	10	15	15
Delegation	15	15	15	15
Customers	15	10	10	15
Process Improvement	10	10	10	10
Group Management Programmes	5	5	5	5
Group Spirit & Efforts	5	5	5	5
	100	100	100	100

B) FOR EXECUTIVES - OPERATING MANAGER AND ASSISTANT MANAGER

FACTORS/ QUALITIES	POINTS ALLOCATION IN RESPECT OF EXECUTIVES WHOSE JOB DUTIES AND RESPONSIBILITIES INVOLVE FUNCTIONS RELATED TO			
	FINANCE/ ACCOUNTING/ EDP	BUSINESS DEV. / MARKETING/ SALES	PRODUCTION/ FACTORY/ MANUFACTURING/ PROJECTS/ ENGINEERING	ADMINISTRATION/ SECRETARIAL/ PERSONNEL/ OPERATIONS
Job Knowledge			15	
Planning			15	
Leadership			15	
Decision Making			15	
Delegation			10	
Customers			10	
Process Improvement			10	
Group Management Programmes			5	
Group Spirit & Efforts			5	
			100	

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C) FOR ALL OTHER EXECUTIVES - TECHNICAL AND NON-TECHNICAL

FACTORS/ QUALITIES	POINTS ALLOCATION IN RESPECT OF EXECUTIVES WHOSE JOB DUTIES AND RESPONSIBILITIES INVOLVE FUNCTIONS RELATED TO			
	FINANCE/ ACCOUNTING/ EDP	MARKETING/ SALES	PRODUCTION/ FACTORY/ MANUFACTURING/ PROJECTS/ ENGINEERING	ADMINISTRATION/ SECRETARIAL/ PERSONNEL/ OPERATIONS
Job Knowledge	25	20	20	20
Planning	10	10	10	10
Judgement	10	10	10	10
Leadership & Teamwork	15	15	10	10
Initiative	15	20	15	15
Responsibility	10	10	10	10
Development of Staff	5	5	15	15
Group Management Programmes	5	5	5	5
Group Spirit & Efforts	5	5	5	5
	100	100	100	100

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A) FOR NON-EXECUTIVES - FOREMAN, SENIOR SUPERVISOR, SUPERVISOR

FACTORS/ QUALITIES	POINTS ALLOCATION IN RESPECT OF SENIOR NON-EXECUTIVES WHOSE JOB DUTIES AND RESPONSIBILITIES INVOLVE FUNCTIONS RELATED TO			
	FINANCE/ ACCOUNTING/ EDP	MARKETING/ SALES	PRODUCTION/ FACTORY/ MANUFACTURING/ PROJECTS/ ENGINEERING	ADMINISTRATION/ SECRETARIAL/ PERSONNEL/ OPERATIONS
Knowledge of Work	15	15	20	15
Quantity of Work	15	15	10	10
Quality of Work	10	15	10	10
Initiative	10	10	15	15
Dependability & Responsibility	15	15	15	15
Quality of Interpersonal Relationship	15	10	10	15
Attendance	10	10	10	10
Punctuality	5	5	5	5
Supervisory Ability	5	5	5	5
	100	100	100	100

B) FOR NON-EXECUTIVES - OPERATING TEAM LEADER AND ASSISTANT

FACTORS/ QUALITIES	POINTS ALLOCATION IN RESPECT OF NON-EXECUTIVES WHOSE JOB DUTIES AND RESPONSIBILITIES INVOLVE FUNCTIONS RELATED TO			
	FINANCE/ ACCOUNTING/ EDP	MARKETING/ SALES	PRODUCTION/ FACTORY/ MANUFACTURING/ PROJECTS/ ENGINEERING	ADMINISTRATION/ SECRETARIAL/ PERSONNEL/ OPERATIONS
Knowledge of Work			15	
Quantity of Work			15	
Quality of Work			15	
Initiative			15	
Dependability & Responsibility			10	
Quality of Interpersonal Relationship			10	
Attendance			10	
Punctuality			5	
Supervisory Ability			5	
			100	

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C) FOR ALL OTHER NON-EXECUTIVES - TECHNICAL AND NON-TECHNICAL

FACTORS/ QUALITIES	POINTS ALLOCATION IN RESPECT OF NON-EXECUTIVES WHOSE JOB DUTIES AND RESPONSIBILITIES INVOLVE FUNCTIONS RELATED TO			
	FINANCE/ ACCOUNTING/ EDP	MARKETING/ SALES	PRODUCTION/ FACTORY/ MANUFACTURING/ PROJECTS/ ENGINEERING	ADMINISTRATION/ SECRETARIAL/ PERSONNEL/ OPERATIONS
Knowledge of Work	25	20	20	20
Quantity of Work	10	10	10	10
Quality of Work	10	10	10	10
Initiative	15	15	10	10
Dependability & Responsibility	15	20	15	15
Quality of Interpersonal Relationship	10	10	10	10
Attendance	5	5	15	15
Punctuality	5	5	5	5
Supervisory Ability	5	5	5	5
	100	100	100	100