

**PERFORMANCE APPRAISAL MANUAL -
WHAT TO DO AND HOW TO COMPLETE THE
PERFORMANCE APPRAISAL FORM**

(A) WHAT TO DO

Step 1: Set Goals / Weightage / Difficulty for each staff on Page 3 of the PA Form

Step 2: Set Desired Competencies (Behaviour) / Current Level / Targeted Level for each staff on Page 5 of the PA Form

Step 3: Communicate the set goals and competencies to staff

Step 4: Review the achievement of the set goals and competencies with staff

Step 5: Get employee to fill up the employee's section on Page 4 and 6 of the PA Form against the set goals and competencies on Page 3 and 5.

Step 6: Get employee to fill up Page 7 & 8 of PA Form

Step 7: Get the form back from employee and supervisor review and complete the form on Page 4,6,7,8 under the column "Supervisor's Comments & Observations"

Step 8: Supervisor to rate the Employee Goal Achievement Assessment on Page 9 against the set goals listed on Page 3

Step 9: Supervisor to rate the Individual Competency Assessment Score on Page 11 of the PA Form against the set desired competencies (behaviour) listed on Page 5

Step 10: Complete the form on Page 12 of the PA Form.

Step 11: Appraising Supervisor and Employee sign on the form

Step 12: Pass form to Divisional Manager to sign and for him/her to key in the data into the Excel Spreadsheet.

FOR MANAGERS ONLY

Step 13: Key in the data done by supervisor on Page 9 and Page 11 into the spreadsheet to calculate the total scoring for each staff

Step 14: Forward all duly completed PA Forms to HR and email the spreadsheet to HR.

Performance Appraisal Manual

S Ashworth



Performance Appraisal Manual:

Whispering the Strategies of Language: An Emotional Quest through **Performance Appraisal Manual**

In a digitally-driven earth where screens reign great and quick transmission drowns out the subtleties of language, the profound strategies and mental subtleties hidden within words usually move unheard. Yet, situated within the pages of **Performance Appraisal Manual** a captivating fictional prize blinking with raw thoughts, lies an extraordinary journey waiting to be undertaken. Composed by a talented wordsmith, that wonderful opus encourages visitors on an introspective journey, lightly unraveling the veiled truths and profound impact resonating within the material of each and every word. Within the psychological depths with this moving evaluation, we can embark upon a genuine exploration of the book's core styles, dissect its charming publishing design, and fail to the effective resonance it evokes strong within the recesses of readers' hearts.

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