

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

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**(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

**Huangqi Zhang**



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