

**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

A Loxley



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Table of Contents Performance Appraisal Manual

1. Understanding the eBook Performance Appraisal Manual
 - The Rise of Digital Reading Performance Appraisal Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Performance Appraisal Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Performance Appraisal Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Performance Appraisal Manual
 - Personalized Recommendations
 - Performance Appraisal Manual User Reviews and Ratings
 - Performance Appraisal Manual and Bestseller Lists
5. Accessing Performance Appraisal Manual Free and Paid eBooks
 - Performance Appraisal Manual Public Domain eBooks

- Performance Appraisal Manual eBook Subscription Services
- Performance Appraisal Manual Budget-Friendly Options
- 6. Navigating Performance Appraisal Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Performance Appraisal Manual Compatibility with Devices
 - Performance Appraisal Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Performance Appraisal Manual
 - Highlighting and Note-Taking Performance Appraisal Manual
 - Interactive Elements Performance Appraisal Manual
- 8. Staying Engaged with Performance Appraisal Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Performance Appraisal Manual
- 9. Balancing eBooks and Physical Books Performance Appraisal Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Performance Appraisal Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Performance Appraisal Manual
 - Setting Reading Goals Performance Appraisal Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Performance Appraisal Manual
 - Fact-Checking eBook Content of Performance Appraisal Manual
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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