

**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

Sebastian Brünink



Performance Appraisal Manual:

Embracing the Beat of Appearance: An Emotional Symphony within **Performance Appraisal Manual**

In some sort of taken by screens and the ceaseless chatter of quick interaction, the melodic beauty and emotional symphony produced by the written word usually diminish in to the backdrop, eclipsed by the persistent sound and interruptions that permeate our lives. Nevertheless, set within the pages of **Performance Appraisal Manual** a marvelous literary prize brimming with natural thoughts, lies an immersive symphony waiting to be embraced. Crafted by a masterful musician of language, this fascinating masterpiece conducts readers on an emotional trip, skillfully unraveling the hidden tunes and profound influence resonating within each cautiously constructed phrase. Within the depths of this moving examination, we shall examine the book is key harmonies, analyze its enthralling publishing design, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

https://crm.avenza.com/data/scholarship/Documents/scheu_ministar_service_manual.pdf

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