



## CONVERSION OF CONTRACT EXECUTIVE EVALUATION FORM

HCD/TA/CONVERT.EXEC/23/002

**Note : This form must be attached with 3 months attendance summary**

Employee Information			
Employee Name		Employee ID	
Job Title		Date Join	
Department/Section		Evaluating Manager	
Review period	From :	To :	

Rating					
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<b>a) Job Knowledge</b>  Always takes available opportunities to increase knowledge of relevant job skills. Consistently demonstrates a deep understanding of the job responsibilities and willingly shares knowledge with coworkers and contributes to a collaborative learning environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>					
<b>b) Quality and accuracy of work</b>  Has established a track record of producing work that is highly accurate, while demonstrating attention to detail. Is personally committed to high quality work and encourages others to have similar standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>					
<b>c) Attendance/Punctuality</b>  Consistently demonstrates outstanding attendance. Punctual, reliable, and rarely misses work. Arrive on time and are present for all scheduled shifts, meetings, appointments and understand the importance of their role and the impact of being absence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>					
<b>d) Initiative and independent</b>  Recognizes opportunities and initiates actions to capitalize on them. Looks for new and productive ways to make an impact in generating new ideas or processes and seeking out or taking on increasing responsibility or resolving problems as they occur.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>					
<b>e) Communication skills and teamwork</b>  Actively engages in team meetings and offers valuable input and ideas. Communicates clearly and concisely, and consistently follows up with relevant party, ensuring that tasks are completed on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>					
<b>f) Dependability</b>  Reliable and dependable in performing job-related tasks, finishing assigned projects, meeting deadlines and appointments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>					
<b>Overall Rating</b> (average the rating numbers above)					

<b>Evaluation &amp; Recommendation</b>			
Additional Comments:			
<b>Recommendation:</b> (Please tick (v) the option)	<input type="checkbox"/> Contract extension	<input type="checkbox"/> Convert permanent	
	<b>Duration:</b>	<b>Position :</b>	<b>Section/Dept :</b>
		<b>Plant :</b>	
<b>Acknowledgement &amp; recommendation for approval</b>			
Employee Acknowledgement	Evaluated by:	Verified by:	Recommended by:
	Reporting Superior	Head of Section/Head of Department	Head of Division
Date :	Date :	Date :	Date :
<i>For Human Capital Division use:</i>			Accepted by :
			Head Culture & Talent Management
			Date :