

CONFIDENTIAL

CUCMS Performance Appraisal Form 3/2011



Nurturing the Passion to Care

**CYBERJAYA UNIVERSITY COLLEGE
of
MEDICAL SCIENCES**

**PERFORMANCE APPRAISAL REPORT
&
KEY RESULT AREA**

YEAR:

NAME:
STAFF NO:
DEPARTMENT/FACULTY:

CONFIDENTIAL

CUCMS (performance) 3/2011



Nurturing the Passion to Care

Staff No

IC No

**CYBERJAYA UNIVERSITY COLLEGE of MEDICAL SCIENCES
PERFORMANCE APPRAISAL REPORT
Non Executive Team
YEAR:**

NOTIFICATION:

The Appraisal Officers who act as the 1st Appraiser, the 2nd Appraiser and the Assessed Staff (Appraisee) must observe the following items before and during the appraisal exercise:

- i. At the beginning of each year, the Appraisee needs to provide complete details in Section 1 of this report and **Section 1** of the Key Result Area (KRA) form (**Appendix B**);
- ii. At the end of the review year, the Appraisee needs to complete **Section II** and the Appraisal Officer needs to complete **Section III-Section VIII**;
- iii. Should there be any quandaries when completing this report and while doing the appraisal exercise, the Appraisee and the Appraisal Officers must refer to the The Performance Appraisal Guide for CUCMS Staff for further clarifications;
- iv. The Appraisal Officers must use the Performance Appraisal Scale attached in **Appendix A**;
AND
- v. The Appraisal Officers must inform the Appraisee steps and areas to improve in before placing the signature in **Section VII**.

SECTION I: PERSONAL DETAILS OF THE APPRAISER *(Filled by the Appraisee)*

- (i) Name:
- (ii) Designation & Grade:
- (iii) Faculty/Department:
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SECTION II: NON-OFFICIAL ACTIVITIES, CONTRIBUTIONS & TRAININGS

(Filled by the Appraisee)

1 NON-OFFICIAL ACTIVITIES & CONTRIBUTIONS

List all the non-official activities and contributions for the review period: sports/ associations/creative contributions at the community/department/district/ state/ national/ international level.

List of Activities/Contributions	Position/Designation/Achivement

2 TRAINING

(i)List all the training programmes (seminars, courses, workshops, etc) attended for the review period.

Programmes (please attach certificates/supporting documents)	Date/Duration	Place

(ii)List the training programmes needed for the following year.

Name/Area of Programmes	Reason

I hereby declare that all information provided above is true.

Appraisee Signature

Date

SECTION III: TASK FULFILLMENT (weightage 50%)

The Appraisal Officers must make the assessment based on the criteria described below using the 1-10 scale.

CRITERIA	1st Appraiser	2nd Appraiser
1. QUANTITY Ability to fulfill tasks beyond expectations.		
2. QUALITY Ability to ensure all tasks given fulfill in the best quality.		
3. TIME MANAGEMENT Ability to fulfill tasks given within the specified time.		
4. EFFECTIVENESS Ability to fulfill the needs of the stakeholders and customers		
AGGREGATE MARKS ACCORDING TO WEIGHTAGE	$\frac{\quad}{40} \times 50\% =$	$\frac{\quad}{40} \times 50\% =$

SECTION IV: KNOWLEDGE & EXPERTISE (weightage 25%)

The Appraisal Officers must make the assessment based on the criteria described below using the 1-10 scale.

CRITERIA	1st Appraiser	2nd Appraiser
1. KNOWLEDGE & EXPERTISE Ability to use knowledge and expertise in completing any given tasks.		
2. POLICY EXECUTION Ability to understand and execute any policies with regards to given tasks.		
3. EFFECTIVE COMMUNICATION Ability to convey the opinion, understanding the meaning or the direction related to the duties.		
AGGREGATE MARKS ACCORDING TO WEIGHTAGE	___ X 25% = 30	___ X 25% = 30

SECTION V: PERSONAL ATTRIBUTES (weightage 20%)

The Appraisal Officers must make the assessment based on the criteria described below using the 1-10 scale.

CRITERIA	1st Appraiser	2nd Appraiser
1. LEADERSHIP COMPETENCY Possess mission and the ability to make decisions, to initiate and motivate subordinates in achieving the organisation objectives.		
2. MANAGEMENT ABILITY Possess the ability to manage and organise all resources within his/her department in achieving the organisation objectives. The resources include finance, human capital, facilities & information. Ensure a quality work is completed within specified time.		

3. DISCIPLINE Ability to self control physically and mentally in obeying instruction, punctuality and patience.		
4. PROACTIVE & INNOVATIVE Ability to intercept and producing new ideas in enhancing the quality of the department.		
5. TEAMWORK AND COLLABORATION Ability to create a conducive and harmony environment and able to cooperate with other towards achieving common goals.		
AGGREGATE MARKS ACCORDING TO WEIGHTAGE	$\frac{\quad}{50} \times 20\% =$	$\frac{\quad}{50} \times 20\% =$

SECTION VI: NON-OFFICIAL ACTIVITIES & CONTRIBUTIONS (weightage 5%)
(Sports/Organisation/Creative Contributions)

Appraisal Officers need to complete this section by referring to SECTION II, Part 1. Assessments must be based on the 1-10 scale. The Appraisee will be awarded a zero (0) mark if SECTION II, Part 1 is not complete.

At the Level of Community/Department/District/State/National/International	1st Appraiser	2nd Appraiser
AGGREGATE MARKS ACCORDING TO WEIGHTAGE	$\frac{\quad}{10} \times 5\% =$	$\frac{\quad}{10} \times 5\% =$

SECTION VII: TOTAL OVERALL PERFORMANCE RATING

Appraisal Officers need to record the Total Overall Performance Rating in percentage (%). The calculation is based on the total Aggregate Marks taken from sections III, IV & V.

OVERALL PERFORMANCE RATING	1st Appraiser <input type="text"/>	2nd Appraiser <input type="text"/>	AVERAGE RATING (%) <i>(will be completed by the committee)</i> <input type="text"/>
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SECTION VIII: OVERALL REVIEW & ACKNOWLEDGEMENT OF THE 1st APPRAISER

- The time period of the Appraisee under supervision: year month
- The 1st Appraiser needs to give an overall review and suggestions in improving the performance and career development of the Appraisee.

- I hereby declare and confirm that this performance report has been disclosed to the Appraisee.

Name of 1st Appraiser: _____

Designation: _____

Department/Faculty: _____

I/C Number: _____

1st Appraiser Signature

Date

SECTION IX: OVERALL REVIEW & ACKNOWLEDGEMENT OF THE 2nd APPRAISER

Appraisal Officers need to record the Total Overall Performance Rating in percentage (%). The calculation is based on the total Aggregate Marks taken from sections III, IV & V.

1. The time period of the Appraisee under supervision: year month
2. The 1st Appraiser needs to give an overall review and suggestions in improving the performance and career development of the Appraisee.

3. I hereby declare and confirm that this performance report has been disclosed to the Appraisee.

Name of 1st Appraiser: _____

Designation: _____

Department/Faculty: _____

I/C Number: _____

2nd Appraiser Signature

Date

APPENDIX A

**PERFORMANCE APPRAISAL
SCALE**

PERFORMANCE ASSESSMENT SCALE

SCALE FOR THE LEADERSHIP ASPECT

GRADE	SCALE	DESCRIPTIONS
Outstanding	10	Excellent capability and immaculate aptitude to lead
	9	
Excellent	8	Good capability and competent to lead
	7	
Good	6	Moderate capability and satisfactory aptitude to lead
	5	
Poor	4	Deficient capability and aptitude to lead
	3	
Very Poor	2	Poor capability and aptitude to lead
	1	

SCALE FOR THE PERSONAL ATTRIBUTE ASPECT

GRADE	SCALE	DESCRIPTIONS
Outstanding	10	Always observe and display excellent personal attributes
	9	
Excellent	8	Observe and display good personal attributes
	7	
Good	6	Observe and display acceptable personal attributes
	5	
Poor	4	Observe and display deficient personal attributes
	3	
Very Poor	2	Observe and display poor and unacceptable personal attributes
	1	

SCALE FOR THE NON-OFFICIAL ACTIVITIE & CONTRIBUTION ASPECT

There are five categories for this aspect: **Very Active, Active, Moderately Active, Less Active, Not Active** regardless of the level of Appraisee's involvement (community/department/district/state/national/international). The scale of 1-10 is used in this part.

GRADE	Very Active		Active		Moderately Active		Less Active		Not Active At All	
SCALE	10	9	8	7	6	5	4	3	2	1

APPENDIX B

**KEY RESULT AREA
FORM**

KEY RESULT AREA

NOTICE:

The Appraisee and the 1st Appraiser have to pay attention to the following items before and during completing this form:

- i. Appraisee and 1st appraiser must discuss in determining the KRA and sign in the provided space as in Section 1;
- ii. For each KRA determined must at least contain one of these performance indicators: quantity, quality, time or cost (depending on the suitability of a particular activity/project);
- iii. The determined KRA must be established at the beginning of the year has to be revised in the middle of the year. Any KRA that has been ceased or added must be noted in the space provided in Section II;
- iv. Appraisee and 1st appraiser must report and comment on overall achievement of the KRA aggregate achievements at the end of the year and place their sign in the space provided in Section III; AND
- v. The Policy of the KRA Preparations should be referred to for further clarifications.

SECTION I - Establishment of Key Result Area

(Appraisee and 1st Appraiser must confer together before deciding on the KRA and its performance indicator)

No.	Synopsis of Activity/Project (List all activities/projects involved)	Performance Indicator (Quantity/Quality/Time/Cost)

Appraisee Signature

Date :

1st Appraiser Signature

Date :

SECTION II - Mid-Year Revision of the Key Result Area

1. Additional Activity/Project

(Appraisee needs to list the added activity/project and its performance indicator after discussion with the 1st Appraiser)

No.	Synopsis of Activity/Project (List all activities/projects involved)	Performance Indicator (Quantity/Quality/Time/Cost)

2. Ceased Activity/Project

(Appraisee needs to list the ceased activity/project after discussion with the 1st appraiser)

No.	Activity/Project

SECTION III -

Report and Comments of the Key Result Area Aggregate Achievements at the End of the Year

1. Appraisee Report/Comments

2. 1st Appraiser Report/Comments

Appraisee Signature

1st Appraiser Signature

Date:

Date :