|  |  |
| --- | --- |
| University of Technology Sarawak | Confirmation of Service (Non-Executive) |

|  |  |  |
| --- | --- | --- |
| Employee No.: | Name: | Date Joined: |
| Job Grade: | Position: | **Campus**/ Department: |
|  |  |  |

|  |  |
| --- | --- |
| **Section I:** | **Performance Abilities** |

Based on your observation and feedback from relevant personnel, state how the staff performs in his/her work. Fill in your assessment in the column provided.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rating Scale** : ‘Skills’ Achievement Level | | | | |
| **1** = Unsatisfactory | **2** = Below Job Expectation | **3** = Fulfils Job Expectation | **4** = Exceeds Job Expectation | **5** = Excellent |

|  |  |
| --- | --- |
| **Proficiency** | **Rating** |
| **Knowledge of Work**  Demonstrates knowledge and skills on work issues, familiarity and mastery of job requirements. |  |
| Comments by Superior: |
| **Quality of Work**  Accuracy, thoroughness, neatness and acceptability of products and actual output quantity are as expected. |  |
| Comments by Superior: |
| **Quantity of Work**  Quantity output is as expected and also has the ability to work after normal working hours and is able to handle extra work-load. |  |
| Comments by Superior: |
| **Responsibility and Accountability**  Able to handle responsibility and is trust-worthy (thrifty, loyal, committed and etc.) |  |
| Comments by Superior: |
| **Team Work, Cooperation and Interaction**  Able to work in a team, interact with superior and other staff in order to complete assigned task. |  |
| Comments by Superior: |

|  |  |
| --- | --- |
| **Initiative, Innovative and Leadership Qualities**  Able to generate ideas and initiate work without waiting for instructions. |  |
| Comments by Superior: |
| **Discipline and Security**  Adheres to code of conduct and is sensitive to security of property and confidential information. |  |
| Comments by Superior: |
| **Customer Service**  Level of service to external and internal customers. |  |
| Comments by Superior: |
| **Communication Skills**  Able to communicate in written or verbal form in order to complete assigned task. |  |
| Comments by Superior: |
| **Appearance**  Has a pleasant and well-mannered personality, tidy and is sensitive to environment. |  |
| Comments by Superior: |
| **Knowledge of Organisation**  Equips self with full knowledge of the organisation from organisational structure, mission, vision, university’s products and other relevant general knowledge. |  |
| Comments by Superior: |
| **TOTAL** | **/55** |
| **PERCENTAGE** | **%** |

|  |  |
| --- | --- |
| **Section II:** | **Comments by the Appraisee** |

The appraise is greatly encouraged to give his/her comments:

|  |
| --- |
|  |

Appraisee’s Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Section III:** | **Appraiser’s Recommendation** |

**Recommendation:**

1. To be confirmed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ without salary adjustment.

|  |
| --- |
|  |

1. Not to be confirmed. Employment to be discontinued with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  |  |

1. To be re-evaluated. Confirmation to be extended for another \_\_\_\_\_\_\_\_\_\_\_\_\_ month/s.

|  |  |
| --- | --- |
|  | [ maximum extension of 6 months ] |

|  |  |
| --- | --- |
| **Section IV:** | **Confirmation** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Superior’s Comments (Immediate Supervisor):  Signature: | | | | Date: |
| Head of Department’s Comments :  Signature: | | | | Date: |
|  | | | |  |
| **Section V:** | **For Human Capital and Administration Use Only** | | | |
|  | | |  | |
| Received & Checked By:  Signature:  Date: | | Approved By Head of Human Capital & Administration Department  Signature:    Date: | | |