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

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

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

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| **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: |

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| **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** |  **%** |

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

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

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

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

**Recommendation:**

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

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

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

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|  | [ maximum extension of 6 months ] |

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

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| 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 DepartmentSignature: Date: |