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| --- | --- | --- | --- |
| University of Technology Sarawak | Confirmation Of Service (Executive) | | |
| Employee No.: | Name: | Date Joined: |
| Job Grade: | Position: | **Campus**/ Department: |
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| **Section I:** | **Performance Competencies** |

Describe the employee’s demonstration of performance success factors based on your observations, input from employee and peers. Indicate the score for each competency at the “Rating” column using the below rating score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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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| **Competency** | **Rating** |
| **Communications**  Able to express ideas and thought verbally and in writing; exhibits good listening and comprehension; keep others adequately informed; and select and uses appropriate communications method. |  |
| Superior’s comment: |
| **Optimizing Employee Contribution**  Enables employees to contribute their best to the attainment of UTS’s goals. |  |
| Superior’s comment: |
| **Fostering Change and Innovation**  Promotes and leads change as needed to meet current and future business needs. |  |
| Superior’s comment: |
| **People Management**  Select, grows and develops employees to meet current and future business needs: performs people management fundamentals, develops people and manages diversity. |  |
| Superior’s comment: |
| **Process Effectiveness**  Builds an effective process infrastructure to achieve current and future needed business results on a sustainable basis. |  |
| Superior’s comment: |

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| --- | --- |
| **Getting Results**  Achieve sustainable results through effective processes and people leadership. |  |
| Superior’s comment: |
| **Work Smart**  Makes the best use of limited resources: people, material and money. |  |
| Superior’s comment: |
| **Work Across Boundaries**  Work collaboratively and cooperatively with others inside and outside of UTS to achieve UTS’s goals. |  |
| Superior’s comment: |
| **Team Effectiveness**  Builds, supports, serves on, and leads functional and/or cross-functional teams. |  |
| Superior’s comment: |
| **Information Exchange**  Communicates effectively with all stakeholders: employees, peers, managers, teams, suppliers, partners and customers (internal/external). |  |
| Superior’s comment: |
| **Business Thinking**  Considers all management activities within the context of UTS’s business environment and needs. |  |
| Superior’s comment: |
| **Progress in Job**  Displays positive progress in Job delivery with minimal guidance. |  |
| Superior’s comment: |
| **Quality of Work**  Produces high quality work with minimal errors. |  |
| Superior’s comment: |

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| **Sense of Responsibility**  Displays high sense of responsibility and accountability on the job. |  |
| Superior’s comment: |
| **Initiative and Drive**  Able to generate idea and take pre-emptive action without being instructed to. |  |
| Superior’s comment: |
| **Attitude**  Displays positive attitude and outlook to task assigned as well as relationship among colleagues. |  |
| Superior’s comment: |
| **Dependability**  Employee displays reliability on the job and functions independently, hence requiring minimal supervision. |  |
| Superior’s comment: |
| **Reciprocation**  Employee displays mutual respect and gratitude to the employer and willing to go the extra mile to accomplish any task at hand. (i.e. not a clock watcher) |  |
| Superior’s comment: |
| **Knowledge on Organization**  Employee is equipped with thorough knowledge on the organization with respect to its structure, vision, mission, and university’s prodUTS as well as on other related general information. |  |
| Superior’s comment: |
| **TOTAL** | **/95** |
| **PERCENTAGE** | **%** |

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| **Section II:** | **Employee Comments** |

Employee are encouraged to make comments in this space:

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Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Section III:** | **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:** | **Acknowledgement of Completion** |

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| Superior ‘s Comment (if any):  Signature: | | | Date: |
| Head of Department’s Comment (if any):  Signature: | | | Date: |
|  | | | |
| **Section V:** | **For Human Capital Use Only** | | |
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| Received & Checked By:  Signature:    Date: | | Approved By Head of Human Capital & Administration Department  Signature:    Date: | |