



Fyno Performance Appraisal Form

Company Goal:

To be # 1 or 2 in every strategic market segment in terms of market share and profitability

Simplified Form

This form has two specific purposes:

- a) Self appraisal – you should complete this form and forward it to your Supervisor/Manager
- b) Performance appraisal – your Supervisor/Manager will complete the same form and will then conduct the performance appraisal session with you.

Upon request from employee, Supervisor may assist respective employee in the completion of this form.

Name of Employee	
Present Position	
In this position since	
Division	
Region	
Business Area/Unit	

Name of Line Supervisor/Manager	
Present Position	

Name of Next Level Supervisor/Manager	
Present Position	

Period of Review	Yearly
Date of performance review	

1. Brief Summary Of Last Year's Performance

How would you rate your overall satisfaction with regards to the following? You may wish to give a brief summary in the box provided below.

Job	Working Environment/Conditions
<p>Please tick one box.</p> <p><input type="checkbox"/> Very satisfied</p> <p><input type="checkbox"/> Satisfied</p> <p><input type="checkbox"/> Less than satisfied</p> <p><input type="checkbox"/> Not satisfied</p> <p><i>Should you be less than satisfied or not satisfied, you may wish to explain why in the box provided below.</i></p>	<p>Please tick one box.</p> <p><input type="checkbox"/> Very satisfied</p> <p><input type="checkbox"/> Satisfied</p> <p><input type="checkbox"/> Less than satisfied</p> <p><input type="checkbox"/> Not satisfied</p> <p><i>Should you be less than satisfied or not satisfied, you may wish to explain why in the box provided below.</i></p>

Employee's Summary

Supervisor's Summary / Conclusion

2. Review Of Goals and Objectives (Achieved/Not Achieved)

In reviewing your goals and objectives, please enclose the Objective Setting Form and refer to the discussion/meeting that you have had with your Supervisor in terms of Target/Objective Setting (Performance Planning)

Employee		Supervisor	
Achieved		Achieved	
Not Achieved		Not Achieved	

3. Please indicate ratings for the following factors (Choose a letter of your choice)

1) = Exceptional & Superior 2) = Exceeds Expectations 3) = Meets Expectations
 4) = Below Satisfaction 5) Consistently Below Satisfaction

Factors	Employee	Supervisor
Job Knowledge/Technical Know-how Extent of knowledge in carrying out assigned responsibilities and related functions		
Quality of Work Ability to produce work that is of required workmanship, accuracy and thoroughness		
Quantity of Work/Productivity Ensure the outcomes meet defined expectations and targets based on efficiency performance, standard, time and scope of work.		
Work Attitude: Initiative/Motivation Possess initiative and willingness to assume tasks and responsibilities assigned and ownership towards timely completion.		
Ability To Work in Teams (Teamwork) Ability to work co-operatively with others towards mutual success.		
Communication Skills Ability to express ideas, information, problems and instructions in a way that produces mutual understanding and clarity.		
Continuous Learning and Improvement Receptive to new ideas or suggestions, willingness to make positive changes and demonstrates ability to put up workable suggestions.		
Compliance with Standards, Policies and procedures Compliance with company policies, procedures, work instructions, rules and regulations, includes maintaining safety standards and practices housekeeping.		
Ability to work independently Able to work with minimum supervision and always alert to detect irregularities and take on-time corrective actions.		
Other Additional Factors (relevant for the respective Unit/Business Areas only)		
Attendance and Punctuality The extent of using company time conscientiously and being punctual at work with regular attendance and using breaks and sick leave appropriately.		

4. Employee Development (On the Job)

How can we continue to support you in your performance?

Do you feel that you have the tools required to perform your job?

Do you feel that you have skills/knowledge that are not being utilized?

What training and/or development is needed to help you in your job?

Employee's Summary

Supervisor's Summary / Conclusion

5. Future Plans

How do you see your job in 1-3 years time? What plans have you set for yourself for the future?

Employee's Summary

Supervisor's Summary / Conclusion

6. Proposed Goals and Objectives For The Next Period

In addition to the goals and objectives that were set at the beginning of the year, what broad goals and objectives would you propose or set for yourself for the next performance review?

Please take into consideration the updated business strategy of your Division, Region and Business Area/Unit. This may also include mutual personal agreements/improvements that you may want to achieve and fulfill for the next period.

The Objective Setting Form is enclosed at the end of this Appraisal Form - or can be downloaded from the Intranet.

Please fill in your proposed goals and objectives on this form.

These goals and objectives are to be finalized between you and your Supervisor by the end of February of the following year.

7. Supervisor's Overall Evaluation of Performance

Please tick one box

(Please see next page for **details** on the ratings)

- 1 Exceptional and Superior**
- 2 Exceeds Expectations**
- 3 Meets Expectations**
- 4 Below Expectations**
- 5 Consistently Below Expectations**

Employee's Comments / Feedback to Supervisor

Employee's Signature _____ Date _____

Supervisor's Comments

Supervisor's Signature _____ Date _____

For Human Resources' Use or Action

Signatures above indicate that the employee and Supervisor/Manager have met on the date noted and mutually discussed and clarified the employee's performance, final evaluation rating, and if applicable, Performance Improvement Plan. A copy of the completed Performance Appraisal form will be filed in the Employee's Personal File.

