



MANUAL

“PENILAIAN PRESTASI”

(PERFORMANCE APPRAISAL)

PANDUAN PENILAIAN PRESTASI GEMS



Kandungan:

- Langkah 1: Mewujudkan Borang Penilaian Prestasi (Peranan : *ePerformanceManager*)
- Langkah 2: Menetapkan Kriteria Penilaian Prestasi (Peranan : *ePerformanceManager*)
- Langkah 3: Meneliti Kriteria Penilaian Prestasi (Peranan : *ePerformanceEmployee*)
- Langkah 4: Melaksanakan Penilaian Prestasi berserta komen (Peranan : *ePerformanceManager*)
- Langkah 5: Meneliti dan Penerimaan Penilaian dan komen (Peranan : *ePerformanceEmployee*)
- Langkah 6: Melengkapkan Penilaian Prestasi Pegawai / Kakitangan (Peranan : *ePerformanceManager*)

Langkah 1: Mewujudkan Borang Dokumen Penilaian Prestasi

Peranan: *ePerformanceManager* (Pegawai Penilai)

Pautan: *Manager Self Service -> Performance Management -> Performance Document -> Create Document*

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Create Performance Documents

Create new performance documents for one or more of your employees.

Instructions

Follow this 3-step process to create performance documents for one or more of your employees:

1. Enter the date used to find the employees that report to you. You will be able to process only those employees that report to you as of this date.
2. Select the employees you are creating new performance documents for.
3. Enter the document details and select Create Documents.

Enter the Effective Date

Enter the effective date for determining your employees.

As Of: 19/12/2012

Select Your Job

Currently, you hold multiple positions - Please select the position that you'd like to work with.

The position you select here will determine the employees that you can process on the next pages.

Select Job Title

Job Title	Department	Supervisor Name	Company
<input checked="" type="radio"/> PEGAWAI KAKITANGAN	BAHAGIAN GEMS		Prime Minister's Office
<input type="radio"/> PENJADUAL	BAHAGIAN GEMS	DK ZURAI DAH BINT I PG HJ IBRAHIM	Prime Minister's Office

Continue

1. Masukkan tarikh terkini. Tetapi jika Pegawai / Kakitangan yang akan dinilai baru berpindah atau diperbantukan, masukkan tarikh melapor.

2. Pilih '**Job Title**'
Jika Pegawai Penilai sedang memangku atau diperbantukan, ruang ini akan terpapar.

- Jika Pegawai yang akan dinilai adalah dibawah tanggungjawabnya semasa memangku, maka pilih **Job Title** jawatan memangku.

- Jika Pegawai yang akan dinilai adalah pegawai dibawah jawatan kekal, maka pilih **Job Title** jawatan kekal.

3. Klik '**Continue**'

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Create Performance Documents

Create new performance documents for one or more of your employees.

Instructions

Select the employees you are creating new performance documents for.

Once you have finished click *Continue* to enter the document details.

[View Selected Employees](#)

[Cancel](#)

Select Employees

Reports To: DAYANGKU HAJAH ASILAH BINTI PE As Of: 24/11/2012

[Continue](#)

Select Employees

Select	Name	EmplID	HR Status	Jobcode Description	Department
<input type="checkbox"/>	ABDUL RAHMAN BIN ABDUL RAHIM	70000001	Active	KERANI	BAHAGIAN GEMS
<input type="checkbox"/>	DAYANG AMAL HAYATI BINTI HAJI ISMAIL	00301112	Active	KERANI	UNIT SUMBER MAKLUMAT
<input type="checkbox"/>	DAYANG NURUL HAFIZAH BINTI HAJI MASHOR	01037488	Active	KERANI	UNIT SUMBER MAKLUMAT
<input type="checkbox"/>	SAINI BIN HAJI ALI	00129258	Active	KERANI	UNIT SUMBER MAKLUMAT
<input type="checkbox"/>	KAMARIAH BINTI HAJI ASGAR	00060040	Active	KERANI	UNIT SUMBER MAKLUMAT
<input type="checkbox"/>	HAJAH JAUYAH BINTI HAJI KURUS	00043951	Active	KERANI	UNIT SUMBER MAKLUMAT

Peringatan

Pegawai Penilai boleh menandakan lebih daripada satu petak bagi Pegawai yang akan dinilai tetapi mestilah didalam bahagian yang sama.

4. Tandakan pada petak Pegawai / Kakitangan yang akan dinilai

5. Klik '*Continue*'

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 - PeopleSoft
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My Links

Create Performance Documents

Below is a list of employees that you selected for Performance Document Creation. Complete the information in the *Document Creation Details* section below, then click the **Create Documents** button to generate documents for these employees.

Document Creation Details

Period: -

Document Type: Performance Document - Annual

Template:

- Bahagian 1&2 - Annual
- Bahagian 3&4 - Annual
- Bahagian 5 - Annual

Selected Employees

Employee ID	Last Name	First Name
70000001	BIN ABDUL RAHIM	ABDUL RAHMAN

[Return to Select Employees](#)

Create Documents

6. Tarikh yang perlu dimasukkan ialah 1hb Oktober pada tahun sebelumnya hingga 30hb September pada tahun ini (**BUKAN** bagi yang pindah / diperbantukan)

7. Pilih jenis dokumen:
Pilih '**Performance Document – Annual**' bagi penilaian tahunan

8. Pilih bahagian tanggajaji Pegawai / Kakitangan yang akan dinilai

9. Klik '**Create Documents**'

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My Links

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Create Performance Documents - Results

Below is a list of employees you selected for Performance Document Creation and the results of the process. Employees with errors will need to be re-run after correcting the source of the error.

The "Current Documents" hyperlink at the bottom of the page can be used to access individual performance documents.

Peringatan

Makluman akan dihantar melalui emel secara automatik kepada Pegawai / Kakitangan yang akan dinilai

Selected Employees

Employee ID	Name	Template	Successful Creation?	Status
70000001	ABDUL RAHMAN BIN ABDUL RAHIM	Bahagian 3&4 - Annual	Yes	Document created successfully

Go To: [Create Documents](#)
[Current Documents](#)

10. Klik pautan 'Current Documents'

Langkah 2: Menetapkan Kriteria Penilaian Prestasi

Peranan: *ePerformanceManager* (Pegawai Penilai)



Pautan: *Manager Self Service -> Performance Management -> Performance Documents -> Current Performance Documents*

[My Links](#) Select One:

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1. Klik pautan '**Performance Document – Annual**' pada Pegawai / Kakitangan yang akan dinilai

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Current Performance Documents

Listed below are the current performance documents for which you are the Manager.

Performance Documents		Customize Find View All		First	1-11 of 11	Last
Employee	Document Type	Begin Date	End Date	Job Title	Status	
ABDUL RAHMAN BIN ABDUL RAHIM	Performance Document - Annual	03/03/2012	30/09/2012	KERANI	In Progress	
ABDUL RAHMAN BIN ABDUL RAHIM	Performance Document - Annual	01/03/2012	30/09/2012	KERANI	In Progress	
DAYANG HAJAH SITI MARDYNAH BINTI AWANG HAJI IBRAHI	Performance Document - Annual	01/10/2010	30/09/2011	PEGAWAI KAKITANGAN KANAN	In Progress	
DAYANG NURUL HAFIZAH BINTI HAJI MASHOR	Performance Document - Annual	05/03/2012	30/09/2012	KERANI	In Progress	
HAJAH JAUYAH BINTI HAJI KURUS	Performance Document - Annual	01/10/2008	30/09/2009	KERANI	In Progress	
HJ MOHD REZAIMAN BIN HJ ABDULLAH	Performance Document - Annual	01/10/2009	30/09/2010	KERANI	In Progress	

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Current Performance Documents

Document Details

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
Performance Document - Annual: 03/03/2012 - 30/09/2012

Performance Document Details

Employee: ABDUL RAHMAN BIN ABDUL RAHIM **Job Title:** KERANI
Document Type: Performance Document - Annual **Period:** 03/03/2012 - 30/09/2012
Template: Bahagian 3&4 - Annual **Document ID:** 126097
Manager: DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU **Status:** In Progress

Document Progress

Step	Status	Due Date	
Establish Evaluation Criteria	<input type="radio"/> Not Started	01/10/2012	Start
Review Self Evaluation	<input type="radio"/> Not Started	30/09/2012	
Complete Manager Evaluation	<input type="radio"/> Not Started	30/09/2012	

[Return to Select Documents](#)

2. Klik pautan
'Start'

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Performance Document - Performance Document - Annual

Performance Criteria - Draft

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
Performance Document - Annual: 03/03/2012 - 30/09/2012

Save

Complete

Cancel



[Return to Document Detail](#)

Section 1 - HURAIAN RINGKAS

HURAIAN RINGKAS will be evaluated by: Manager

HURAIAN RINGKAS BAGI TUGAS-TUGAS UTAMA



[+ Add HURAIAN RINGKAS](#)

Section 2 - RANCANGAN KERJA TAHUNAN

RANCANGAN KERJA TAHUNAN will be evaluated by: Manager

RANCANGAN KERJA TAHUNAN



Peringatan

Muka surat ini membolehkan Pegawai Penilai menambah ciri-ciri khusus pada mana-mana bahagian yang difikirkan perlu

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Section 4 - KOMEN BAGI CIRI-CIRI UMUM

KOMEN BAGI CIRI-CIRI UMUM will be evaluated by: Manager

KOMEN BAGI CIRI-CIRI UMUM



Section 5 - PENILAIAN CIRI-CIRI KHUSUS

PENILAIAN CIRI-CIRI KHUSUS will be evaluated by: Manager

[+ Add PENILAIAN CIRI-CIRI KHUSUS](#)

1. Klik pautan '**Add PENILAIAN CIRI-CIRI KHUSUS**'

Section 6 - ULASAN TAMBAHAN

ULASAN TAMBAHAN will be evaluated by: Manager

ULASAN TAMBAHAN

Description: Ulasan Tambahan ini meliputi keterangan-keterangan mengenai diri Pegawai Yang Dinilai seperti hubungan peribadi dengan orang ramai, pegawai atasan dan teman sejawat; keadaan kesihatan; masalah peribadi semasa; kebolehan-kebolehan luar biasa; penyertaan dalam kumpulan pengurusan Jabatan seperti Kumpulan Tindakan, Kumpulan Kerja Cemerlang dan lain-lain kumpulan pengurusan Jabatan yang bertanggungjawab dalam mempertingkatkan prestasi Kementerian/Jabatan masing-masing dan sebagainya.



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Performance Document - Performance Document - Annual

Add an Item

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI

Performance Document - Annual: 03/03/2012 - 30/09/2012

Add pre-defined item

Add your own item

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2. Pilih **'Add Your Own Items'**

3. Klik **'Next'**.

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Performance Document - Performance Document - Annual

Add PENILAIAN CIRI-CIRI KHUSUS

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI

Performance Document - Annual: 03/03/2012 - 30/09/2012

*Title:

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4. Isikan tajuk kedalam ruang 'Title'

5. Klik 'Update'

Tatacara Membuang Ciri-Ciri

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Section 4 - KOMEN BAGI CIRI-CIRI UMUM

KOMEN BAGI CIRI-CIRI UMUM will be evaluated by: Manager

KOMEN BAGI CIRI-CIRI UMUM	
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Section 5 - PENILAIAN CIRI-CIRI KHUSUS


PENILAIAN CIRI-CIRI KHUSUS will be evaluated by: Manager

PENGLIBATAN DALAM AKTIVITI JABATAN	
------------------------------------	---

[+ Add PENILAIAN CIRI-CIRI KHUSUS](#)

Section 6 - ULASAN TAMBAHAN

ULASAN TAMBAHAN will be evaluated by: Manager

ULASAN TAMBAHAN Description: Ulasan Tambahan ini meliputi keterangan-keterangan mengenai diri Pegawai Yang Dinilai seperti hubungan peribadi dengan orang ramai, pegawai atasan dan teman sejawat; keadaan kesihatan; masalah peribadi semasa; kebolehan-kebolehan luar biasa; penyertaan dalam kumpulan pengurusan Jabatan seperti Kumpulan Tindakan, Kumpulan Kerja Cemerlang dan lain-lain kumpulan pengurusan. Jabatan yang bertanggungjawab dalam mempediakan...	
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1. Klik pada ikon ini untuk membuang mana-mana ciri yang tidak diperlukan kecuali ciri-ciri umum.

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Delete Confirmation



Are you sure you want to delete (PENGLIBATAN DALAM AKTIVITI JABATAN)?

2. Klik **'Yes - Delete'** untuk membuang ciri.
Klik **'No-Do Not Delete'** untuk membatalkan

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Performance Document - Performance Document - Annual

Performance Criteria - Draft

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
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Section 1 - HURAIAN RINGKAS

HURAIAN RINGKAS will be evaluated by: Manager

HURAIAN RINGKAS BAGI TUGAS-TUGAS UTAMA



[+ Add HURAIAN RINGKAS](#)

Section 2 - RANCANGAN KERJA TAHUNAN

RANCANGAN KERJA TAHUNAN will be evaluated by: Manager

RANCANGAN KERJA TAHUNAN



3. Klik **'Complete'**
(Setelah memastikan semua ciri-ciri yang diperlukan lengkap)

Atau

Klik **'Save'** (Jika ingin meneruskan kemudian)

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Slide selepas complete

Performance Document - Performance Document - Annual

Complete Performance Criteria

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI

Performance Document - Annual: 03/03/2012 - 30/09/2012

You have almost finalized your performance criteria document. If you have no further entries, click the Complete button at the bottom of this page to complete this document.

Complete

Cancel

4. Klik '**Complete**' untuk pergi ke '**Current Performance Documents**'

Peringatan

Maklumat akan dihantar melalui emel secara automatik kepada Pegawai / Kakitangan yang akan dinilai

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Current Performance Documents

Document Details

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
Performance Document - Annual: 03/03/2012 - 30/09/2012

You have successfully completed the Establish Criteria step.

Performance Document Details

Employee: ABDUL RAHMAN BIN ABDUL RAHIM **Job Title:** KERANI
Document Type: Performance Document - Annual **Period:** 03/03/2012 - 30/09/2012
Template: Bahagian 3&4 - Annual **Document ID:** 126097
Manager: DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU **Status:** In Progress

Document Progress

Step	Status	Due Date	
Establish Evaluation Criteria	✔ Completed	01/10/2012	View Main Content
Review Self Evaluation	○ Not Started	30/09/2012	
Complete Manager Evaluation	○ Not Started	30/09/2012	Start

[Return to Select Documents](#)

Peringatan

Pegawai Penilai boleh membuka dan mengubah semula dokumen yang sudah lengkap jika sekiranya Pegawai / Kakitangan yang dinilai tidak bersetuju dengan kriteria yang dibuat.

5. Klik **'Start'** untuk memulakan penilaian (pemarkahan)

Langkah 3: Meneliti Kriteria Penilaian Prestasi

Peranan: *ePerformanceEmployee* (Pegawai atau Kakitangan yang dinilai)

Pautan: *Self Service -> Performance Management -> My Performance Documents -> Current Performance Documents*

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 - My Content
 - Content Management
 - Worklist
 - Reporting Tools
 - Take a Survey
 - Change My Password

Current Performance Documents

ABDUL RAHMAN BIN ABDUL RAHIM

Listed below are your current performance documents.

Performance Documents						
Document Type	Begin Date	End Date	Job Title	Status	Manager	
Performance Document - Annual	03/03/2012	30/09/2012	KERANI	In Progress		
Performance Document - Annual	01/03/2012	30/09/2012	KERANI	In Progress		

1. Klik pautan **'Performance Document - Annual'** bagi tempoh penilaian yang diperlukan

Menu

- ▽ Self Service
 - ▷ Room Booking
 - ▷ Time Reporting
 - ▷ Personal Information
 - ▷ Payroll and Compensation
 - ▷ Benefits
 - ▷ Learning and Development
 - ▷ Learning
- ▽ Performance Management
 - ▽ My Performance Documents
 - Current Performance Documents
 - [Historical Documents](#)
 - ▷ Other's Performance Documents
 - ▷ Recruiting Activities
 - ▷ Attendance
 - [Verify Employee Information](#)
 - [Review Transactions](#)
 - ▷ Recruiting
 - ▷ Global Payroll & Absence Mgmt
 - ▷ Workforce Development
 - ▷ Set Up HRMS
 - ▷ Set Up ELM
 - ▷ My Content
 - ▷ Content Management
 - ▷ Worklist
 - ▷ Reporting Tools
 - [Take a Survey](#)

Current Performance Documents

Document Details

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
Performance Document - Annual: 03/03/2012 - 30/09/2012

Performance Document Details

Employee: ABDUL RAHMAN BIN ABDUL RAHIM	Job Title: KERANI
Document Type: Performance Document - Annual	Period: 03/03/2012 - 30/09/2012
Template: Bahagian 3&4 - Annual	Document ID: 126097
Manager: DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU	Status: In Progress

Document Progress

Step	Status	Due Date	
Establish Evaluation Criteria	✓ Completed	01/10/2012	View
Complete Self Evaluation	○ Not Started	30/09/2012	
Review Manager Evaluation	○ Not Started	30/09/2012	

[Return to Select Documents](#)

2. Klik 'View' untuk membuka dokumen

Menu

- Self Service
 - Room Booking
 - Time Reporting
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Learning
- Performance Management
 - My Performance Documents
 - Current Performance Documents
 - Historical Documents
 - Other's Performance Documents
 - Recruiting Activities
 - Attendance
 - [Verify Employee Information](#)
 - [Review Transactions](#)
 - Recruiting
 - Global Payroll & Absence Mgmt
 - Workforce Development
 - Set Up HRMS
 - Set Up ELM
 - My Content
 - Content Management
 - Worklist
 - Reporting Tools
 - [Take a Survey](#)
 - [Change My Password](#)
 - [My Personalizations](#)

[My Links](#) Select One:

[New Window](#) | [Customize Page](#) | 

Performance Document - Performance Document - Annual

Performance Criteria - Draft

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
Performance Document - Annual: 03/03/2012 - 30/09/2012



[Return to Document Detail](#)



Section 1 - HURAIAN RINGKAS

HURAIAN RINGKAS will be evaluated by: Manager

HURAIAN RINGKAS BAGI TUGAS-TUGAS UTAMA

Section 2 - RANCANGAN KERJA TAHUNAN

RANCANGAN KERJA TAHUNAN will be evaluated by: Manager

RANCANGAN KERJA TAHUNAN

Section 3 - PENILAIAN CIRI-CIRI UMUM

PENILAIAN CIRI-CIRI UMUM will be evaluated by: Manager

3. Semak Kriteria yang di buat oleh Pegawai Penilai awda dan Klik pautan '**Return to Documents Detail**' untuk kembali ke dokumen awal.

4. Jika awda tidak bersetuju dengan kriteria ciri-ciri khusus yang telah dibuat, rujuk Pegawai Penilai awda untuk perbincangan lanjut.

Langkah 4: Melaksanakan Penilaian Prestasi beserta komen

Peranan: *ePerformanceManager* (Pegawai Penilai)



Pautan: Manager Self Service -> Performance Management -> Performance Documents -> Current Performance Documents

- Menu
- Self Service
- Manager Self Service
 - Time Management
 - Job and Personal Information
 - Compensation and Stock
 - Benefits
 - Team Learning
 - Performance Management
 - Performance Documents
 - Administrative Tasks
 - Create Documents
 - Create Documents By Group
 - Current Performance Documents**
 - Historical Documents
 - View-Only Documents
 - Approve Documents
 - Team Learning
 - View Approval Status
 - Maintain Performance Notes
 - Organization Management
 - Attendance
 - Employee Awards Report
 - Review Transactions
 - Direct Reports
 - Recruiting
 - Workforce Administration

Current Performance Documents

Listed below are the current performance documents for which you are the Manager.

Performance Documents		Customize Find View All		
Employee	Document Type	Begin Date	End Date	Job Title
ABDUL RAHMAN BIN ABDUL RAHIM	Performance Document - Annual	03/03/2012	30/09/2012	KERANI
ABDUL RAHMAN BIN ABDUL RAHIM	Performance Document - Annual	01/03/2012	30/09/2012	KERANI
DAYANG HAJAH SITI MARDYNAH BINTI AWANG HAJI IBRAHI	Performance Document - Annual	01/10/2010	30/09/2011	PEGAWAI KAKITANGAN KANAN
DAYANG NURUL HAFIZAH BINTI HAJI MASHOR	Performance Document - Annual	05/03/2012	30/09/2012	KERANI
HAJAH JAUYAH BINTI HAJI KURUS	Performance Document - Annual	01/10/2008	30/09/2009	KERANI
HJ MOHD REZAIMAN BIN HJ ABDULLAH	Performance Document - Annual	01/10/2009	30/09/2010	KERANI
KAMARIAH BINTI HAJI ASGAR	Performance Document - Annual	01/10/2011	30/09/2012	KERANI
KAMARIAH BINTI HAJI ASGAR	Performance Document - Annual	01/10/2009	30/09/2010	KERANI

1. Klik pautan 'Performance Document Annual' pada Pegawai / Kakitangan yang akan dinilai.

Menu

- ▷ Self Service
- ▼ Manager Self Service
 - ▷ Time Management
 - ▷ Job and Personal Information
 - ▷ Compensation and Stock
 - ▷ Benefits
 - ▷ Team Learning
 - ▼ Performance Management
 - ▼ Performance Documents
 - ▷ Administrative Tasks
 - [Create Documents](#)
 - [Create Documents By Group](#)
 - **Current Performance Documents**
 - [Historical Documents](#)
 - [View-Only Documents](#)
 - [Approve Documents](#)
 - [Team Learning](#)
 - [View Approval Status](#)
 - [Maintain Performance Notes](#)
 - ▷ Organization Management
 - ▷ Attendance
 - [Employee Awards Report](#)
 - [Review Transactions](#)
 - [Direct Reports](#)
 - ▷ Recruiting
 - ▷ Workforce Administration
 - ▷ Benefits
 - ▷ Compensation
 - ▷ Global Payroll & Absence

[My Links](#) Select One: ▼

[New Window](#) | [Customize Page](#) | 

Current Performance Documents

Document Details

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
Performance Document - Annual: 03/03/2012 - 30/09/2012

Performance Document Details

Employee: ABDUL RAHMAN BIN ABDUL RAHIM **Job Title:** KERANI
Document Type: Performance Document - Annual **Period:** 03/03/2012 - 30/09/2012
Template: Bahagian 3&4 - Annual **Document ID:** 126097
Manager: DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU **Status:** In Progress

Document Progress

Step	Status	Due Date	
Establish Evaluation Criteria	✔ Completed	01/10/2012	View
Review Self Evaluation	○ Not Started	30/09/2012	
Complete Manager Evaluation	○ Not Started	30/09/2012	Start

[Return to Select Documents](#)

2. Klik pautan '**Start**' untuk membuka dokumen


Menu

- ▷ Self Service
- ▽ Manager Self Service
 - ▷ Time Management
 - ▷ Job and Personal Information
 - ▷ Compensation and Stock
 - ▷ Benefits
 - ▷ Team Learning
 - ▽ Performance Management
 - ▽ Performance Documents
 - ▷ Administrative Tasks
 - [Create Documents](#)
 - [Create Documents By Group](#)
 - [Current Performance Documents](#)
 - [Historical Documents](#)
 - [View-Only Documents](#)
 - [Approve Documents](#)
 - [Team Learning](#)
 - [View Approval Status](#)
 - [Maintain Performance Notes](#)
 - ▷ Organization Management
 - ▷ Attendance
 - [Employee Awards Report](#)
 - [Review Transactions](#)
 - [Direct Reports](#)
 - ▷ Recruiting
 - ▷ Workforce Administration
 - ▷ Benefits
 - ▷ Compensation
 - ▷ Global Payroll & Absence

My Links Select One:

Section 8 - Overall Summary

Rating: 0.00  

Comments: 

4. Klik **'Calculate All Ratings'** untuk mendapatkan jumlah markah Ciri-ciri Umum dan Ciri-ciri Khusus sekaligus peratusan bagi penilaian keseluruhan.

5. Klik **'Available for Review'** untuk menamatkan penilaian.

Section 9 - ULASAN PEGAWAI YANG DINILAI

ULASAN PEGAWAI YANG DINILAI TERHADAP PENILAIAN

Description: Sila isikan bahagian ini samada setuju atau tidak setuju dengan penilaian yang diberikan.

Calculate All Ratings

Cancel Evaluation

6. Klik **'Save'** jika ingin meneruskan kemudian.

Save

Available for Review

Cancel



[Return to Document Detail](#)

[All Learning](#)

Menu

- ▷ Self Service
- ▽ Manager Self Service
 - ▷ Time Management
 - ▷ Job and Personal Information
 - ▷ Compensation and Stock
 - ▷ Benefits
 - ▷ Team Learning
 - ▽ Performance Management
 - ▽ Performance Documents
 - ▷ Administrative Tasks
 - [Create Documents](#)
 - [Create Documents By Group](#)
 - [Current Performance Documents](#)
 - [Historical Documents](#)
 - [View-Only Documents](#)
 - [Approve Documents](#)
 - [Team Learning](#)
 - [View Approval Status](#)
 - [Maintain Performance Notes](#)
 - ▷ Organization Management
 - ▷ Attendance
 - [Employee Awards Report](#)
 - [Review Transactions](#)
 - [Direct Reports](#)
 - ▷ Recruiting
 - ▷ Workforce Administration
 - ▷ Benefits
 - ▷ Compensation

[My Links](#) | Select One: ▼

[New Window](#) | [Customize Page](#) | 

Performance Document - Performance Document - Annual

Available for Review

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
Performance Document - Annual: 03/03/2012 - 30/09/2012

You have chosen to allow the employee to view this evaluation. To confirm that that the employee can view evaluation, click the OK button.

The overall rating you have assigned to this document is Baik.



6. Klik **'OK'** jika selesai.

Menu

- ▷ Self Service
- ▽ Manager Self Service
 - ▷ Time Management
 - ▷ Job and Personal Information
 - ▷ Compensation and Stock
 - ▷ Benefits
 - ▷ Team Learning
- ▽ Performance Management
 - ▽ Performance Documents
 - ▷ Administrative Tasks
 - [Create Documents](#)
 - [Create Documents By Group](#)
 - **Current Performance Documents**
 - [Historical Documents](#)
 - [View-Only Documents](#)
 - [Approve Documents](#)
 - [Team Learning](#)
 - [View Approval Status](#)
 - [Maintain Performance Notes](#)
 - ▷ Organization Management
 - ▷ Attendance
 - [Employee Awards Report](#)
 - [Review Transactions](#)
 - [Direct Reports](#)
 - ▷ Recruiting
 - ▷ Workforce Administration
 - ▷ Benefits
 - ▷ Compensation

My Links

[New Window](#) | [Customize Page](#) | 

Current Performance Documents

Document Details

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
 Performance Document - Annual: 03/03/2012 - 30/09/2012

You have successfully made your evaluation available for the employee's review.

Performance Document Details

Employee: ABDUL RAHMAN BIN ABDUL RAHIM	Job Title: KERANI
Document Type: Performance Document - Annual	Period: 03/03/2012 - 30/09/2012
Template: Bahagian 3&4 - Annual	Document ID: 126097
Manager: DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU	Status: Available for Review

Document Progress

Step	Status	Due Date	
Establish Evaluation Criteria	<input checked="" type="checkbox"/> Completed	01/10/2012	View
Review Self Evaluation	<input type="checkbox"/> Not Started	30/09/2012	
Complete Manager Evaluation	<input checked="" type="checkbox"/> Available for Review	30/09/2012	View Mark Review Held

[Return to Select Documents](#)

Peringatan

Makluman akan dihantar melalui emel secara automatik kepada Pegawai atau Kakitangan yang akan dinilai.

Pegawai Penilai dan Pegawai / Kakitangan yang dinilai masih perlu mengkaji dan membincangkan dokumen prestasi yang telah dibuat.

Langkah 5: Meneliti dan Penerimaan Penilaian dan komen

Peranan: *ePerformanceEmployee* (Pegawai atau Kakitangan yang dinilai)

Pautan: *Self Service -> Performance Management -> My Performance Documents -> Current Performance Documents*

Menu

- Self Service
 - Room Booking
 - Time Reporting
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Learning
- Performance Management
 - My Performance Documents
 - Current Performance Documents**
 - Historical Documents
 - Other's Performance Documents
- Recruiting Activities
- Attendance
 - Verify Employee Information
 - Review Transactions
- Recruiting
- Global Payroll & Absence Mgmt
- Workforce Development
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Worklist
- Reporting Tools
 - Take a Survey
 - Change My Password

Current Performance Documents

ABDUL RAHMAN BIN ABDUL RAHIM

Listed below are your current performance documents.

Performance Documents						
Customize Find View All  First 1-2 of 2 Last						
Document Type	Begin Date	End Date	Job Title	Status	Manager	
Performance Document - Annual	03/03/2012	30/09/2012	KERANI	Available for Review	DAYANGKLI	
Performance Document - Annual	01/03/2012	30/09/2012	KERANI	In Progress	HAJI CHUCHU	

1. Klik pautan **'Performance Document Annual'** bagi tempoh penilaian yang diperlukan.

Menu

- Self Service
 - Room Booking
 - Time Reporting
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Learning
 - Performance Management
 - My Performance Documents
 - Current Performance Documents**
 - [Historical Documents](#)
 - Other's Performance Documents
 - Recruiting Activities
 - Attendance
 - [Verify Employee Information](#)
 - [Review Transactions](#)
 - Recruiting
 - Global Payroll & Absence Mgmt
 - Workforce Development
 - Set Up HRMS
 - Set Up ELM
 - My Content
 - Content Management
 - Worklist
 - Reporting Tools
 - [Take a Survey](#)
 - [Change My Password](#)

My Links

[New Window](#) |
 [Customize Page](#) |

Current Performance Documents

Document Details

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
 Performance Document - Annual: 03/03/2012 - 30/09/2012

Performance Document Details

Employee: ABDUL RAHMAN BIN ABDUL RAHIM	Job Title: KERANI
Document Type: Performance Document - Annual	Period: 03/03/2012 - 30/09/2012
Template: Bahagian 3&4 - Annual	Document ID: 126097
Manager: DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU	Status: Available for Review

Document Progress

Step	Status	Due Date	
Establish Evaluation Criteria	✔ Completed	01/10/2012	View
Complete Self Evaluation	⊙ Not Started	30/09/2012	Start
Review Manager Evaluation	🟡 Available for Review	30/09/2012	View

[Return to Select Documents](#)

2. Klik pautan 'View' pada 'Review Manager Evaluation' untuk membuka dokumen.

Menu

- Self Service
 - Room Booking
 - Time Reporting
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Learning
- Performance Management
 - My Performance Documents
 - Current Performance Documents
 - Historical Documents**
 - Other's Performance Documents
 - Recruiting Activities
 - Attendance
 - [Verify Employee Information](#)
 - [Review Transactions](#)
 - Recruiting
 - Global Payroll & Absence Mgmt
 - Workforce Development
 - Set Up HRMS
 - Set Up ELM
 - My Content
 - Content Management
 - Worklist
 - Reporting Tools
 - [Take a Survey](#)

[My Links](#) Select One:

[New Window](#) | [Customize Page](#) | 

Performance Document - Performance Document - Annual

Manager Evaluation

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
Performance Document - Annual: 03/03/2012 - 30/09/2012

Author: DAYANGKU HAJAH ASILAH BINTI **Role:** Manager
PENGIRAN HAJI CHUCHU

Status: Available for Review **Due Date:** 30/09/2012

Approval: Not Required

The status of this evaluation is Available for Review. In this status, you may enter comments in the Employee Comments section, if applicable.

At any time you can save any entries you make on the evaluation by selecting the Save button.



[Return to Document Detail](#)

[My Learning](#)

3. Kaji semula penilaian prestasi dan komen yang diberikan oleh Pegawai Penilai awda kemudian klik pautan '**Return to Documents Detail**'.

Section 1 - HURAIAN RINGKAS

HURAIAN RINGKAS BAGI TUGAS-TUGAS UTAMA

Comments:

Peringatan
Jika awda tidak bersetuju dengan penilaian dan komen yang diberikan, rujuk Pegawai Penilai untuk perbincangan lanjut.

- Menu**
- ▽ Self Service
 - ▷ Room Booking
 - ▷ Time Reporting
 - ▷ Personal Information
 - ▷ Payroll and Compensation
 - ▷ Benefits
 - ▷ Learning and Development
 - ▷ Learning
 - ▽ Performance Management
 - ▽ My Performance Documents
 - Current Performance Documents
 - [Historical Documents](#)
 - ▷ Other's Performance Documents
 - ▷ Recruiting Activities
 - ▷ Attendance
 - [Verify Employee Information](#)
 - [Review Transactions](#)
 - ▷ Recruiting
 - ▷ Global Payroll & Absence Mgmt
 - ▷ Workforce Development
 - ▷ Set Up HRMS
 - ▷ Set Up ELM
 - ▷ My Content
 - ▷ Content Management
 - ▷ Worklist
 - ▷ Reporting Tools

Current Performance Documents

Document Details

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
 Performance Document - Annual: 03/03/2012 - 30/09/2012

Performance Document Details

Employee: ABDUL RAHMAN BIN ABDUL RAHIM	Job Title: KERANI
Document Type: Performance Document - Annual	Period: 03/03/2012 - 30/09/2012
Template: Bahagian 3&4 - Annual	Document ID: 126097
Manager: DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU	Status: Available for Review

Document Progress

Step	Status	Due Date	
Establish Evaluation Criteria	✓ Completed	01/10/2012	View
Complete Self Evaluation	○ Not Started	30/09/2012	Start
Review Manager Evaluation	🕒 Available for Review	30/09/2012	View

[Return to Select Documents](#)

4. Pilih **'Start'**
 pada **'Complete Self Evaluation'**
 untuk meneruskan.

Menu

- Self Service
 - Room Booking
 - Time Reporting
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Learning
- Performance Management
 - My Performance Documents
 - Current Performance Documents
 - Historical Documents
 - Other's Performance Documents
- Recruiting Activities
- Attendance
 - [Verify Employee Information](#)
 - [Review Transactions](#)
- Recruiting
- Global Payroll & Absence Mgmt
- Workforce Development
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Worklist
- Reporting Tools
 - [Take a Survey](#)
 - [Change My Password](#)

[My Links](#) Select One:

Performance Document - Performance Document - Annual

Self-Evaluation

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
Performance Document - Annual: 03/03/2012 - 30/09/2012

Author: ABDUL RAHMAN BIN ABDUL RAHIM **Role:** Employee

Status: In Progress **Due Date:** 30/09/2012

Enter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation, select the Complete button to make the document available to your manager.

Save

Complete

Cancel



[Return to Document Detail](#)


[My Learning](#)

Section 1 - ULASAN PEGAWAI YANG DINILAI

ULASAN PEGAWAI YANG DINILAI TERHADAP PENILAIAN

Description: Sila isikan bahagian ini samada setuju atau tidak setuju dengan penilaian yang diberikan.

Comments:



[+ Add ULASAN PEGAWAI YANG DINILAI](#)

Peringatan

Jika awda tidak bersetuju dengan penilaian dan komen yang diberikan, rujuk Pegawai Penilai untuk perbincangan lanjut.

Menu

- Self Service
 - Room Booking
 - Time Reporting
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Learning
- Performance Management
 - My Performance Documents
 - Current Performance Documents
 - Historical Documents
 - Other's Performance Documents
- Recruiting Activities
- Attendance
 - [Verify Employee Information](#)
 - [Review Transactions](#)
- Recruiting
- Global Payroll & Absence Mgmt
- Workforce Development
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Worklist
- Reporting Tools

[My Links](#) Select One:

Save

Complete

Cancel

[Return to Document Detail](#)

[My L](#)

Section 1 - ULASAN PEGAWAI YANG DINILAI

ULASAN PEGAWAI YANG DINILAI TERHADAP PENILAIAN

Description: Sila isikan bahagian ini samada setuju atau tidak setuju dengan penilaian yang diberikan.

Comments:

[+ Add ULASAN PEGAWAI YANG DINILAI](#)

Appraisal Status

Accept Appraisal Reject Appraisal

Save

Complete

Cancel

[Return to Document Detail](#)

[M](#)

5. Pilih '**Accept Appraisal**' jika bersetuju dengan penilaian ATAU '**Reject Appraisal**' jika tidak bersetuju.

6. Masukkan ulasan awda didalam ruangan komen yang disediakan.

7. Klik '**Complete**' jika telah selesai atau '**Save**' jika ingin meneruskan kemudian.

Peringatan
Jika awda tidak bersetuju dengan penilaian, rujuk Pegawai Penilai anda untuk perbincangan lanjut

Menu

- ▽ Self Service
 - ▷ Room Booking
 - ▷ Time Reporting
 - ▷ Personal Information
 - ▷ Payroll and Compensation
 - ▷ Benefits
 - ▷ Learning and Development
 - ▷ Learning
- ▽ Performance Management
 - ▽ My Performance Documents
 - Current Performance Documents
 - Historical Documents
 - ▷ Other's Performance Documents
 - ▷ Recruiting Activities
 - ▷ Attendance
 - [Verify Employee Information](#)
 - [Review Transactions](#)
 - ▷ Recruiting
 - ▷ Global Payroll & Absence Mgmt
 - ▷ Workforce Development
 - ▷ Set Up HRMS
 - ▷ Set Up ELM
 - ▷ My Content
 - ▷ Content Management
 - ▷ Worklist
 - ▷ Reporting Tools
 - [Take a Survey](#)
 - [Change My Password](#)
 - ▷ Personalization

Performance Document - Performance Document - Annual

Complete Evaluation

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI

Performance Document - Annual: 03/03/2012 - 30/09/2012

You have almost finalized your evaluation. If you have no further changes, click the Complete button at the bottom of this page.

Once you click Complete your evaluation will be finalized and sent to your manager for review.



Menu

- ▽ Self Service
 - ▷ Room Booking
 - ▷ Time Reporting
 - ▷ Personal Information
 - ▷ Payroll and Compensation
 - ▷ Benefits
 - ▷ Learning and Development
 - ▷ Learning
- ▽ Performance Management
 - ▽ My Performance Documents
 - Current Performance Documents
 - [Historical Documents](#)
 - ▷ Other's Performance Documents
- ▷ Recruiting Activities
- ▷ Attendance
 - [Verify Employee Information](#)
 - [Review Transactions](#)
- ▷ Recruiting
- ▷ Global Payroll & Absence Mgmt
- ▷ Workforce Development
- ▷ Set Up HRMS
- ▷ Set Up ELM
- ▷ My Content
- ▷ Content Management
- ▷ Worklist
- ▷ Reporting Tools
 - [Take a Survey](#)
 - [Change My Password](#)
 - [My Recruitations](#)

Performance Document - Performance Document - Annual

Complete Evaluation Confirmation

Your evaluation is finalized and marked as "Complete".

OK

9. Klik 'OK'
setelah selesai.

Menu

- Self Service
 - Room Booking
 - Time Reporting
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Learning
- Performance Management
 - My Performance Documents
 - Current Performance Documents**
 - Historical Documents
 - Other's Performance Documents
 - Recruiting Activities
 - Attendance
 - [Verify Employee Information](#)
 - [Review Transactions](#)
 - Recruiting
 - Global Payroll & Absence Mgmt
 - Workforce Development
 - Set Up HRMS
 - Set Up ELM
 - My Content
 - Content Management
 - Worklist
 - Reporting Tools
 - [Take a Survey](#)
 - [Change My Password](#)

[My Links](#) |
 Select One: ▼

[New Window](#) |
 [Customize Page](#) |
 

Current Performance Documents

Document Details

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
 Performance Document - Annual: 03/03/2012 - 30/09/2012

You have successfully completed your evaluation.

Performance Document Details

Employee: ABDUL RAHMAN BIN ABDUL RAHIM	Job Title: KERANI
Document Type: Performance Document - Annual	Period: 03/03/2012 - 30/09/2012
Template: Bahagian 3&4 - Annual	Document ID: 126097
Manager: DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU	Status: Available for Review

Document Progress

Step	Status	Due Date	
Establish Evaluation Criteria	✓ Completed	01/10/2012	View
Complete Self Evaluation	✓ Completed	30/09/2012	View
Review Manager Evaluation	🕒 Available for Review	30/09/2012	View

[Return to Select Documents](#)

Halaman ini akan terpapar

Langkah 6: Melengkapi Penilaian Prestasi Pegawai / Kakitangan

Peranan: *ePerformanceManager* (Pegawai Penilai)

Menu

- ▷ Self Service
- ▽ Manager Self Service
 - ▷ Time Management
 - ▷ Job and Personal Information
 - ▷ Compensation and Stock
 - ▷ Benefits
 - ▷ Team Learning
 - ▽ Performance Management
 - ▽ Performance Documents
 - ▷ Administrative Tasks
 - [Create Documents](#)
 - [Create Documents By Group](#)
 - **Current Performance Documents**
 - [Historical Documents](#)
 - [View-Only Documents](#)
 - [Approve Documents](#)
 - [Team Learning](#)
 - [View Approval Status](#)
 - [Maintain Performance Notes](#)
 - ▷ Organization Management
 - ▷ Attendance
 - [Employee Awards Report](#)
 - [Review Transactions](#)
 - [Direct Reports](#)
 - ▷ Recruiting
 - ▷ Workforce Administration
 - ▷ Benefits
 - ▷ Compensation
 - ▷ Global Payroll & Absence

Pautan: *Manager Self Service -> Performance Management -> Performance Documents -> Current Performance Documents*

[My Links](#) | Select One:

[New Window](#) | [Customize Page](#) |

Current Performance Documents

Listed below are the current performance documents for which you are the Manager.

Performance Documents		Customize	Find	View All	First	1-11 of 11	Last
Employee	Document Type	Begin Date	End Date	Job Title	Status		
ABDUL RAHMAN BIN ABDUL RAHIM	Performance Document - Annual	03/03/2012	30/09/2012	KERANI	Available for Review		
ABDUL RAHMAN BIN ABDUL RAHIM	Performance Document - Annual	01/03/2012	30/09/2012	KERANI	In Progress		
DAYANG HAJAH SITI MARDYNAH BINTI AWANG HAJI IBRAHI	Performance Document - Annual	01/10/2010	30/09/2011	PEGA KANAI	In Progress		
DAYANG NURUL HAFIZAH BINTI HAJI MASHOR	Performance Document - Annual	05/03/2012	30/09/2012	KERANI	In Progress		
HAJAH JAUYAH BINTI HAJI KURUS	Performance Document - Annual	01/10/2008	30/09/2009	KERANI	In Progress		
HJ MOHD REZAIMAN BIN HJ ABDULLAH	Performance Document - Annual	01/10/2009	30/09/2010	KERANI	In Progress		
KAMARIAH BINTI HAJI ASGAR	Performance Document - Annual	01/10/2011	30/09/2012	KERANI	Available for Review		
KAMARIAH BINTI HAJI ASGAR	Performance Document - Annual	01/10/2009	30/09/2010	KERANI	In Progress		
MOHAMMAD SAMRI B IN SALLEH/BAKAR	Performance Document - Annual	01/10/2009	30/09/2010	KERANI	In Progress		
SAINI BIN HAJI ALI	Performance Document - Annual	01/10/2011	30/09/2012	KERANI	In Progress		

1. Klik pautan '**Performance Document – Annual**' pada Pegawai / Kakitangan yang akan dinilai

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Current Performance Documents

Document Details

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
 Performance Document - Annual: 03/03/2012 - 30/09/2012

Performance Document Details			
Employee: ABDUL RAHMAN BIN ABDUL RAHIM	Job Title: KERANI		
Document Type: Performance Document - Annual	Period: 03/03/2012 - 30/09/2012		
Template: Bahagian 3&4 - Annual	Document ID: 126097		
Manager: DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU	Status: Available for Review		
Document Progress			
Step	Status	Due Date	
Establish Evaluation Criteria	✓ Completed	01/10/2012	View
Review Self Evaluation	✓ Completed	30/09/2012	View
Complete Manager Evaluation	🟡 Available for Review	30/09/2012	View Mark Review Held

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2. Klik **'View'** pada **'Review Self Evaluation'**

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Self-Evaluation

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
Performance Document - Annual: 03/03/2012 - 30/09/2012

Author: ABDUL RAHMAN BIN ABDUL RAHIM **Role:** Employee

Status: Completed **Due Date:** 30/09/2012

The document status is Completed.



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[All Links](#)

Section 1 - ULASAN PEGAWAI YANG DINILAI

ULASAN PEGAWAI YANG DINILAI TERHADAP PENILAIAN

Description: Sila isikan bahagian ini samada setuju atau tidak setuju dengan penilaian yang diberikan.

Comments: testing

3. Teliti status penerimaan penerlian dan komen Pegawai / Kakitangan yang dinilai . Klik pautan '**Return to Document Detail**' setelah selesai.

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ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
 Performance Document - Annual: 03/03/2012 - 30/09/2012

Performance Document Details

Employee: ABDUL RAHMAN BIN ABDUL RAHIM	Job Title: KERANI
Document Type: Performance Document - Annual	Period: 03/03/2012 - 30/09/2012
Template: Bahagian 3&4 - Annual	Document ID: 126097
Manager: DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU	Status: Available for Review

Document Progress

Step	Status	Due Date	
Establish Evaluation Criteria	✔ Completed	01/10/2012	View
Review Self Evaluation	✔ Completed	30/09/2012	View
Complete Manager Evaluation	🕒 Available for Review	30/09/2012	View Mark Review Held

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4. Klik pautan 'Mark Review Held' pada 'Complete Manager Evaluation'

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Review Held

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI

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You have chosen to confirm that the performance review was held for this document. To confirm that a review was conducted, click the OK button.



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Performance Document - Annual: 03/03/2012 - 30/09/2012

You have successfully marked the review held for your evaluation.

Performance Document Details

Employee: ABDUL RAHMAN BIN ABDUL RAHIM	Job Title: KERANI
Document Type: Performance Document - Annual	Period: 03/03/2012 - 30/09/2012
Template: Bahagian 3&4 - Annual	Document ID: 126097
Manager: DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU	Status: Review Held

Document Progress

Step	Status	Due Date	
Establish Evaluation Criteria	✔ Completed	01/10/2012	View
Review Self Evaluation	✔ Completed	30/09/2012	View
Complete Manager Evaluation	🕒 Review Held	30/09/2012	View Acknowledge

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7. Klik pautan 'Acknowledge'

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Manager Evaluation

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
Performance Document - Annual: 03/03/2012 - 30/09/2012

Author: DAYANGKU HAJAH ASILAH BINTI **Role:** Manager
PENGIRAN HAJI CHUCHU

Status: Review Held **Due Date:** 30/09/2012

Approval: Not Required

The status of this evaluation is Review Held. In this status, you may enter comments in the Manager Comments section, if applicable.

At any time you can save any entries you make on the evaluation using the Save for Later button. If you need to acknowledge the evaluation for the employee, click the Acknowledge button and select a reason why you are acknowledging the evaluation for the employee.

8. Klik '**Acknowledge Review**'

Section 1 - HURAIAN RINGKAS

HURAIAN RINGKAS BAGI TUGAS-TUGAS UTAMA

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Acknowledge Evaluation for Employee

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI

Performance Document - Annual: 03/03/2012 - 30/09/2012

You have chosen to acknowledge the performance evaluation for the employee.

Note: Employee has ACCEPTED this appraisal.

Manager Override

Employee Refused

To confirm that you would like to acknowledge the performance evaluation, click the

OK

Cancel

9 - Pilih '**Manager Override**' jika Pegawai / Kakitangan yang dinilai bersetuju dengan Penilaian Prestasi yang dijalankan ATAU pilih '**Employee Refused**' jika Pegawai / Kakitangan tersebut tidak bersetuju

10. Klik '**OK**'

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Current Performance Documents

Document Details

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
 Performance Document - Annual: 03/03/2012 - 30/09/2012

You have successfully acknowledged your evaluation.

Performance Document Details

Employee: ABDUL RAHMAN BIN ABDUL RAHIM	Job Title: KERANI
Document Type: Performance Document - Annual	Period: 03/03/2012 - 30/09/2012
Template: Bahagian 3&4 - Annual	Document ID: 126097
Manager: DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU	Status: Acknowledged

Document Progress

Step	Status	Due Date	
Establish Evaluation Criteria	✔ Completed	01/10/2012	View
Review Self Evaluation	✔ Completed	30/09/2012	View
Complete Manager Evaluation	🕒 Acknowledged	30/09/2012	View Complete

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11. Klik **'Complete'** pada **'Complete Manager Evaluation'**

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Manager Evaluation

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI

Performance Document - Annual: 03/03/2012 - 30/09/2012

Author: DAYANGKU HAJAH ASILAH BINTI **Role:** Manager
PENGIRAN HAJI CHUCHU

Status: Acknowledged **Due Date:** 30/09/2012

Approval: Not Required

The status of this evaluation is Acknowledged. In this status, you may enter comments in the Manager Comments section, if applicable.

At any time you can save any entries you make on the evaluation by selecting the Save button. If you are ready to submit the evaluation for approval, click the Submit for Approval button to route the document through the appropriate approval process. If approval is not required then click the Complete button.

Complete

Cancel

Return to Doc

12. Klik **'Complete'** setelah selesai

Section 1 - HURAIAN RINGKAS

HURAIAN RINGKAS BAGI TUGAS-TUGAS UTAMA

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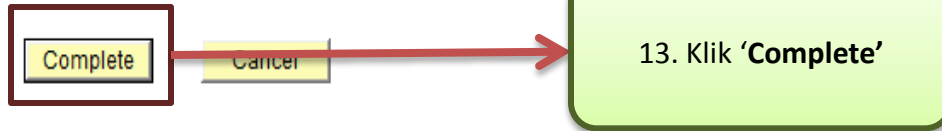
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Complete Evaluation

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
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You have almost finalized your evaluation.

To confirm that you would like to mark the evaluation as completed, click the Complete button. Do not complete this evaluation until you have finalized each section.



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Complete Evaluation Confirmation

The performance evaluation is finalized and marked as "Complete".

OK

14. Klik 'OK'



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Performance Document History

Document Details

ABDUL RAHMAN BIN ABDUL RAHIM, KERANI
Performance Document - Annual: 03/03/2012 - 30/09/2012

You have successfully completed your evaluation.

Performance Document Details

Employee: ABDUL RAHMAN BIN ABDUL RAHIM	Job Title: KERANI
Document Type: Performance Document - Annual	Period: 03/03/2012 - 30/09/2012
Template: Bahagian 3&4 - Annual	Document ID: 126097
Manager: DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU	Status: Completed

Document Progress

Step	Status	Due Date	
Establish Evaluation Criteria	✓ Completed	01/10/2012	View
Review Self Evaluation	✓ Completed	30/09/2012	View
Complete Manager Evaluation	✓ Completed	30/09/2012	View

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Nota

Dokumen Penilaian Prestasi yang telah siap boleh dilihat dari pautan berikut:

1) Manager Self Service

Manager Self Service -> Performance Management- Performance Documents> -> Historical Documents

2) Self Service

Self Service -> Performance Management-> MyPerformance Documents -> Historical Documents