

STUDENT EMPLOYMENT ON CAMPUS (SEOC) PROGRAMME SPECIAL APPRAISAL REPORT FOR RENEWAL OF APPOINTMENT

Name :
KCDIOM :
Date of appointment :

SECTION A

The Assessing Officer is requested to put appropriate grades in the relevant boxes provided

Excellent: 5	Good: 4	Satisfactory: 3	Poor: 2	Very Poor: 1
The explanation on the grading is as below:				
5 Excellent	- is of exceptional ability, possessing the characteristics of a high-flier whose ability and performance is one of the best amongst his peers			
4 Good	- is of above average ability, has always reached the expected level of performance			
3 Satisfactory	- is of average ability, has frequently reached the expected level of performance			
2 Poor	- is of low ability, seldom reached the expected level of performance			
1 Very Poor	- is of low ability, frequently below the level of expected level of performance			

A. JOB PERFORMANCE

- | | 1 st | 2 nd |
|--|--------------------------|--------------------------|
| 1. Productivity
- Output compared to the expected quantity | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Quality of work
- Work performance to specified standard | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Effectiveness
- Ability to utilize available resources and create positive changes that improve work techniques and conduct | <input type="checkbox"/> | <input type="checkbox"/> |

B. PERSONAL TRAITS OF THE OFFICER BEING ASSESSED

- | | | |
|---|--------------------------|--------------------------|
| 1. Islamic Commitment
- Understanding and commitment toward Islamic ideals and principles | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Teamwork
- Willingness to cooperate with superiors, colleagues, and subordinates towards achieving the group objective | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Punctuality | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Communication
- Ability to receive and present ideas | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Customer Friendliness
- Attending to customers kindly and cordially | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Compliance to IIUM Rules and Regulation
- Adherence to official rules, including terms and conditions of service | <input type="checkbox"/> | <input type="checkbox"/> |

SECTION B

(To be filled by the assessing officer & the Head of Department)

Overall comment by the assessing officer:

(Signature & Official Stamp)

Overall comment by the Head of Department:

Renewal of appointment:

Recommended : ()

Not Recommended : ()

(Signature & Official Stamp)

SECTION C

Verified by the Assistant Director, Student Services Department

(Signature & Official Stamp)

SECTION D

(To be filled by the Deputy Campus Director- SDSS)

Approved : ()

Not approved : ()

(Signature & Official Stamp)