

Survey on Performance Appraisal System in Lam Construction Group

We would like you to score the following statements openly and honestly. Your feedback will lead to improvement of the above system. All questionnaire will be kept in confidence for HR use only. Thank you for your cooperation!

Score 1 is the lowest point represents rare occasion or do not know thoroughly, score 6 is the highest point represents frequent occasion or know thoroughly, and N/A represents not available. Please circle your score for each question.

<u>Statement (Refer Performance Appraisal done in Jan of 1998.)</u>	<u>Score</u>						<u>frequent/ know thoroughly</u>
	<u>rare/ do not know</u>			<u>Yes</u>			
1. Did you have a chance for a face-to-face Performance Appraisal with your boss? (If No, please skip to Q.7)							
2. My supervisor informed me the timing of the interview in advance.	1	2	3	4	5	6	N/A
3. I felt the interview was under a relaxing atmosphere.	1	2	3	4	5	6	N/A
4. My supervisor encourage me to response and express on the points we were discussing on. (i.e. goal setting)	1	2	3	4	5	6	N/A
5. My supervisor discuss with me regarding my strengths and weakness.	1	2	3	4	5	6	N/A
6. The appraisal interview is useful in terms of - setting objectives / goals	1	2	3	4	5	6	N/A
- clarify expectations & requirements	1	2	3	4	5	6	N/A
- identify development needs	1	2	3	4	5	6	N/A
7. My supervisor worked out my training plan for me.	1	2	3	4	5	6	N/A
8. My supervisor set specific and clear objectives/expectation with me.	1	2	3	4	5	6	N/A
9. I agreed and understood the objectives.	1	2	3	4	5	6	N/A
10. My supervisor review/modify the objectives regularly.	1	2	3	4	5	6	N/A
11. My supervisor mentioned the departmental goals.	1	2	3	4	5	6	N/A
12. My supervisor rated my performance with data support.	1	2	3	4	5	6	N/A
13. I knew what score my supervisor gave me on my performance.	1	2	3	4	5	6	N/A
14. My supervisor updated my job description regularly.	1	2	3	4	5	6	N/A
15. My supervisor gave me a quarterly/mid-year update to ensure my performance is on track with the target.	1	2	3	4	5	6	N/A
16. Any comments / suggestions you have on the performance interview as a whole?							

My department : _____(in Jan of 1998) Date : _____

Appraiser / Supervisor : _____

PLEASE RETURN THIS QUESTIONNAIRE TO THE HR & ADMIN DEPT.