



LAM CONSTRUCTION GROUP

Performance Review Form (Grade C)

Employee Name :	Job Title :
Business Unit :	Department/Site :
Period under review From To	

SECTION I : GOALS / OBJECTIVES ACCOMPLISHMENT

KEY GOALS AND OBJECTIVES ASSIGNED DURING THE PERIOD	DEADLINE	PERFORMANCE NARRATIVE	WEIGHTED % (W)	RATE (R)	SCORE (W X R)

SECTION II : MANAGERIAL CAPABILITIES ASSESSMENT**A. Core Competencies**

	1	2	3	4	5
1. COMMUNICATION					
“Listens actively to others; presents information and own opinions effectively in oral and written forms”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. CONTROL					
“Adheres to budgets / programmes and achieves cost / time savings whenever possible; closely monitors progress and results toward the achievement of targets; rectifies errors promptly”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. CUSTOMER FOCUS					
“Anticipates and satisfies the needs of customers / users inside and / or outside the organisation, projects an image of professionalism and excellence.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. DECISION MAKING					
“Exercises judgement and shows insight in making timely decisions; demonstrates willingness to shoulder the consequences of own judgement and decision.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. JOB KNOWLEDGE AND APPLICATION					
“Demonstrates appreciation and effective application of the fundamental and governing principles, policies, technology, knowledge and / or practices of own job.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. PLANNING AND CO-ORDINATION					
“Plans for future needs and problems; creates and maintains efficient working environment; maximises the utilisation of all forms of available resources; establishes priorities.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. PROBLEM SOLVING					
“Identifies problems, analyses their causes and nature, proposed solutions for consideration, and implements solutions in a systematic and effective manner.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. TEAMWORK					
“Maximises the advantages of team effort and motivates all the members to contribute to team goals.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Non-core Competencies

	1	2	3	4	5
9. DELEGATING SKILL					
“Entrusts job responsibility and authority with accountability to subordinates in pursuit of company goals.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. INITIATIVE AND INNOVATIVENESS					
“Anticipates the needs for changes and improvement; explores and implements new ideas and methods to accomplish objectives.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. TRAINING, DEVELOPMENT AND COACHING OF STAFF					
“Develops and trains staff through proper placement, coaching, counselling , job delegation and career planning.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. COMMERCIAL AWARENESS
“To demonstrate the ability to link long range visions and concepts to daily work; to understand strategy and is aware of the impact of strategy and how that affects choices for the effective functioning of the business as a whole.” <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13. PRESENTATION SKILL
“The ability to use clear and correct presentation language in an effective way.” <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Key : 1 = Unsatisfactory; 2 = Improvement Needed; 3 = Meet Requirements; 4 = Exceeds Requirements; 5 = Exceptional.

OVERALL EVALUATION :

Instructions : considering all forms and observations described in Section I and II, indicate employee’s overall level of performance.

Key : 1 is the lowest score, 5 is the highest.

SECTION IV : DEVELOPMENT NEEDS

A. EMPLOYEE STRENGTHS - Consider personal attributes and management abilities - planning, organizing, leadership, controlling

B. EMPLOYEE LIMITATIONS

C. DEVELOPMENT NEEDS - Consider personal, managerial, experiential, on-the-job, cross-functional / division experience, management development, training , etc.		
NEEDS	PLANS	DATE

D. EMPLOYEE'S COMMENTS & FUTURE CAREER PREFERRED

	Name	Signature	Date
Appraiser			
Next Level Management			
Appraisee			
HR & Admin. Dept.			