

Appraisal Report

Employee	Employee MAI A
Manager	Administrator
Job Position	HR Admin
Period	2026-02-01 - 2027-01-01
Type	Manager to Employee
Template	Standard Appraisal (4-1) MAI

Summary

Role	Requests	Total Score	Average Score
Manager	1	48.00	3.69
Subordinates	0	0.00	0.00
Overall	1	48.00	3.69

Manager Recommendation

Respondent: Administrator

Not eligible: Yes

Note: Perlu peningkatan terkait kehadiran

Details

10. Attendance & Punctuality

Manager Avg: 4.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	4	bagus

20. Work Attitude / Etiquette

Manager Avg: 4.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
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Respondent	Score	Text / Comment
Administrator	4	

30. Personality

Manager Avg: 4.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	4	

40. Knowledge of Job

Manager Avg: 4.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	4	

50. Quantity & Quality of Work

Manager Avg: 4.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	4	

60. Initiative / Assertive

Manager Avg: 3.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	3	

70. Dependability

Manager Avg: 3.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	3	

80. Responsibility

Manager Avg: 2.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	2	

90. Courtesy

Manager Avg: 4.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	4	

100. Motivation

Manager Avg: 4.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	4	

110. Communication

Manager Avg: 4.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	4	

120. Solve the Problem

Manager Avg: 4.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	4	

130. Hard Skill

Manager Avg: 4.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	4	

140. Strengths and weaknesses according to supervisor

Manager

Respondent	Score	Text / Comment
Administrator		bagus

150. One-on-one: position satisfaction and ambition

Manager

Respondent	Score	Text / Comment
Administrator		bagus

160. Recommended education/training for improvement

Manager

Respondent	Score	Text / Comment
Administrator		bagus

170. Employee constraints in work

Manager

Respondent	Score	Text / Comment
Administrator		bagus

180. Promotion recommendation (proposed position, salary increase)

Manager

Respondent	Score	Text / Comment
Administrator		bagus