

Appraisal Report

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

Summary

Role	Requests	Total Score	Average Score
Manager	1	45.00	3.46
Subordinates	0	0.00	0.00
Overall	1	45.00	3.46

Manager Recommendation

Respondent: Administrator

Not eligible: Yes

Note: Kerjanya bagus cuma kurang motivasi

Details

10. Attendance & Punctuality

Manager Avg: 4.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	4	oke

20. Work Attitude / Etiquette

Manager Avg: 4.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
------------	-------	----------------

Respondent	Score	Text / Comment
Administrator	4	oke

30. Personality

Manager Avg: 3.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	3	

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: 3.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	3	

60. Initiative / Assertive

Manager Avg: 4.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	4	

70. Dependability

Manager Avg: 3.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	3	

80. Responsibility

Manager Avg: 4.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	4	

90. Courtesy

Manager Avg: 3.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	3	

100. Motivation

Manager Avg: 1.00 | Subordinates Avg: 0.00

Manager

Respondent	Score	Text / Comment
Administrator	1	

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