

# CHIN HIN GROUP OF COMPANIES

## BOSS.NET User Guide Performance Appraisal System

*Group Human Resources – Performance Management*

# Performance Appraisal General Process



- All confirmed Employee of Exec & above are to submit assessment via BOSS.Net

- Superior & Employee discussing about past few months performance and development plan, and exchange feedback
- Superiors need to take note of the outcomes of the Joint Appraisal

- Superiors are to submit assessment via BOSS.Net latest by deadline given GHR
- Assessment must be as per what have been agreed or discussed with Employee during the Joint Appraisal

# HOW TO SUBMIT SELF-ASSESSMENT (BOSS.NET)

# What you need

- Computer / laptop / tablet / smartphone
- Internet Connection
- Employee ID (use it as your Login ID)
- Password

>New Joiners may contact GHR-PM

>Those who forgot password → Please click “I Forgot My Password” and enter your Company Email Address to retrieve your password.

# Boss.NET Performance Appraisal System

Chin Hin Group - Home

https://portal.chinhingroup.com/home/

WEBSITE FACEBOOK CHIN HIN CHANNEL

ONLINE PORTALS FOR CHIN HIN GROUP FAMILY MEMBERS!

- WEBMAIL LOGIN
- HELP DESK  
IT Helpdesk Guide
- Group Portal
- CapEx
- CHIN HIN Employee Appraisal**  
Managing Performance for Excellence  
BOSS.Net
- O.A.F.  
ONLINE APPROVAL FORM
- G.F.P.  
General Feedback Platform

Link to access : In HQ and Outside HQ



<http://bossnet.chin hingroup.com:9677/ekiosk/Login.aspx>



- **Login ID** - Your Employee ID
  - In the event, if you are unsure /unaware of your employee ID, kindly refer to your “Pay slip”.
- **Password**  
(For current and new users)
  - First time users-Kindly change your password upon login.
  - In the event , if you forgot password or if you are a new user → Please click “I Forgot My Password” and enter your **employee ID and only your Company Email Address** to retrieve your password.

# Page 1: Employee Particular

# BOSS.Net Appraisal System

- Upon login, click *Appraisal System* menu
- Click sub menu *Assessment* > *Self*
- See middle page & click *View Assessment*
- See assessment page > **Page 1** (*Employee Particular*)
- Check whether your particulars are correct (*let GHR-PM know if there is any incorrect data*)

# BOSS.Net Appraisal System

Example

Example

Login ID: C0046 WELCOME NURUL AQLIAH BINTI HAMDAN

**BOSS Self Kiosk** Self

Appraisal System  
Assessment  
Self  
Superior  
Enquiry

Employee No : C0046 Name : NURUL AQLIAH BINTI HAMDAN

Assessment List

#	Appraisal
<a href="#">View Assessment</a>	CONCRETE - MID YEAR PERFORMANCE APPRAISAL 2016 - CHIN HIN CONCRETE

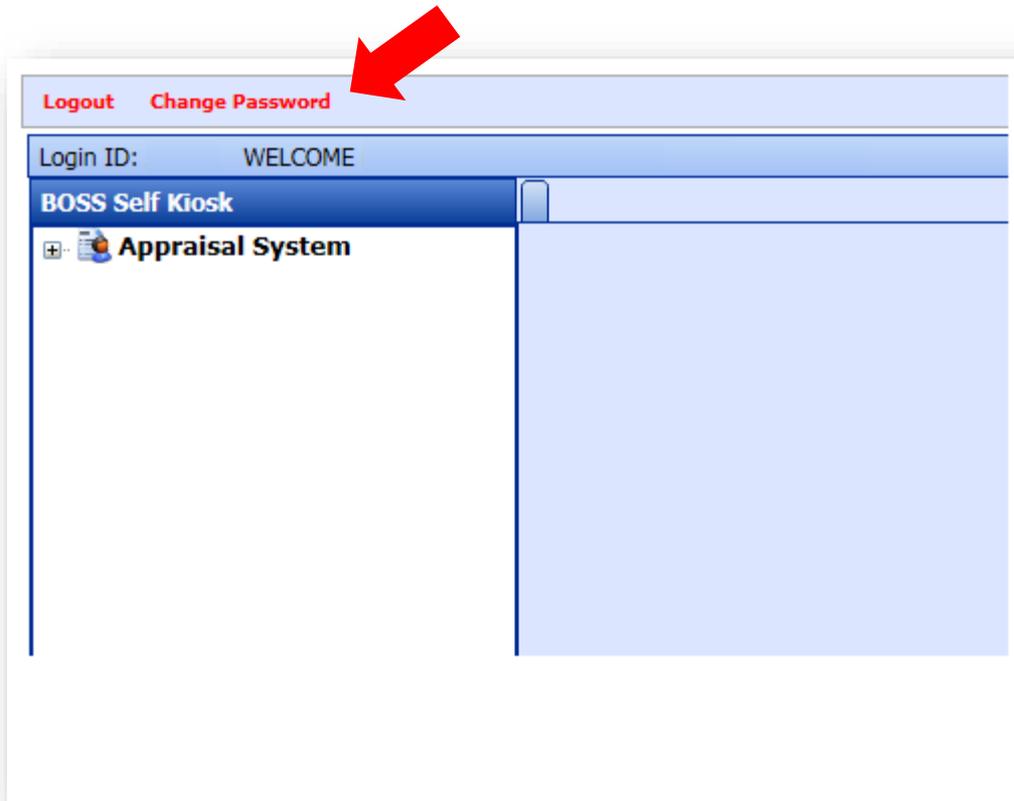
**CONCRETE - MID YEAR PERFORMANCE APPRAISAL 2016 - CHIN HIN CONCRETE** Page 1 Page 2 Page 3 Page 4 Page 5 Page 6 Page 7

Section

Employee Particular

Name	
Employee No	
Designation	
Grade	
Company	
Department	
Date Joined	
Cost Centre	
Evaluator Name	
Evaluator Designation	

- Please change your password upon 1st time login



**Page 2:**

**Rating for Performance Objective or  
Quantitative KPI**

# BOSS.Net Appraisal System

- See assessment page > **Page 2** (*Quantitative KPI*)
- KPIs are as per the performance objectives assigned to you at the beginning of the year.

- Read the Guideline provided before you start

Login ID: C0046 WELCOME NURUL AQLIAH BINTI HAMDAN

**BOSS Self Kiosk** Self

Employee No : C0046 Name : NURUL AQLIAH BINTI HAMDAN

Assessment List

#	Appraisal
<a href="#">View Assessment</a>	CONCRETE - MID YEAR PERFORMANCE APPRAISAL 2016 - CHIN HIN CONCRETE

**CONCRETE - MID YEAR PERFORMANCE APPRAISAL 2016 - CHIN HIN CONCRETE**

Page 1 **Page 2** Page 3 Page 4 Page 5 Page 6 Page 7 Scoring Guideline

**Section**

[-] Performance Objective / Quantitative KPI

Guideline

**PLEASE READ BEFORE YOU START:**  
Please **skip** this page for now as the Actual Results for all KPIs are currently **not available** as we are still in a midst of compiling.  
-----  
If the Actual Results are shown, Appraisee & Evaluator are required to state their own remarks in the respective columns provided **(Compulsory)**

All Ratings are auto-formulated hence they are not editable.

To insert your remarks to justify the actual results, simply click [Edit Comment](#) in the relevant columns.

- It is compulsory to fill up the **Actual Result** columns provided for each KPI

## Example

**Section**

**Performance Objective / Quantitative KPI**

Guideline

**1) Self Assessment (All Employee)**  
Employee is required to fill up the Actual Results & all Employee Remarks columns provided for each KPI. Kindly note that the Actual Results are still subject to confirmation by Superior, which are editable during the Superior Assessment.

**2) Evaluator or Superior Assessment (Applicable for Superior only)**  
Superior is able to change or edit the Actual Results as per agreed or discussed with the Employee during the Joint Appraisal (conducted before submission). It is compulsory to fill up all Evaluator Remark  
All Ratings and Weighted Scores are auto-formulated thus not editable.

No	Name of Performance Measure	Unit	Target	Actual Result	Rating	Weightage (%)	W.Score
1	% of Projects delivered timely :- 100% timely completion of projects as per Action Plan 2016	Percentage (%)	85.000	<input type="text" value="85.000"/>	<input type="text" value="3.00"/>	33.00	<input type="text" value="0.9900"/>
2	Training Effectiveness (Group or BU):- 3.5 out of 5.0 rating	Number	3.500	<input type="text" value="3.200"/>	<input type="text" value="2.75"/>	17.00	<input type="text" value="0.4680"/>
3	Attrition Rating (Group or BU):- 3.0 out of 5.0 rating	Number	3.000	<input type="text" value="3.000"/>	<input type="text" value="3.00"/>	33.00	<input type="text" value="0.9900"/>
4	Employee Engagement Survey Rating:- 3.5 out of 5.0 rating	Number	3.500	<input type="text" value="4.000"/>	<input type="text" value="4.00"/>	17.00	<input type="text" value="0.6800"/>

↑  
These are the KPIs, Measurements Unit & Targets assigned to you, which you have agreed and signed off manually earlier- Employee Performance Planning Sheet.

↑  
Fill up this column i.e. **Accumulated Actual Results for past 10 or 11 months.**

↑  
Rating & Weighted Score (W. Score) are auto-formulated (Not Editable)

- It is compulsory to fill up the *Employee Remarks* columns provided for each KPI.  
“No Comment” remarks isn’t acceptable.

Remarks provided for each KPI, which are editable during the Superior Assessment.

Remarks provided for the Employee during the Joint Appraisal (conducted before submission). It is compulsory to fill up all Evaluator Remarks columns provided for each KPI.

Target	Actual Result	Rating	Weightage (%)	W.Score	Evaluator Remarks	Employee Remarks
85.000	<input type="text" value="85.000"/>	<input type="text" value="3.00"/>	33.00	<input type="text" value="0.9900"/>		<a href="#">Edit Comment</a>
3.500	<input type="text" value="3.200"/>	<input type="text" value="2.75"/>	17.00	<input type="text" value="0.4680"/>		<a href="#">Edit Comment</a>
3.000	<input type="text" value="3.000"/>	<input type="text" value="3.00"/>	33.00	<input type="text" value="0.9900"/>		<a href="#">Edit Comment</a>
3.500	<input type="text" value="4.000"/>	<input type="text" value="4.00"/>	17.00	<input type="text" value="0.6800"/>		<a href="#">Edit Comment</a>

Click these links each column to insert your (Employee) own comment about each Actual Results keyed in earlier

# BOSS.Net Appraisal System

- All Ratings and Weighted Scores are auto-formulated thus not editable.
- The Actual Results are still subject to confirmation by Superior, which are editable during the Superior Assessment.
- Contact GHR-PM if you need further assistance

**Page 3:**  
**Rating for General Competencies**

# BOSS.Net Appraisal System

- See assessment page > **Page 3** (*General Competencies*)
- Read the Guideline provided before you start
- All Employee of Exec & above positions are assessed on six (6) general competencies
  - i. Job Knowledge & Expertise;
  - ii. Problem Solving & Decision Making;
  - iii. Communication
  - iv. Teamwork
  - v. Coaching & Developing
  - vi. Integrity

- The Target (*Expected Level*) for each competency is 3.00 Rating

Login ID: C0046 WELCOME NURUL AQLIAH BINTI HAMDAN

**BOSS Self Kiosk** Self

Appraisal System

- Assessment
- Self
- Superior
- Enquiry

**CONCRETE - MID YEAR PERFORMANCE APPRAISAL 2016 - CHIN HIN CONCRETE** Page 1 Page 2 **Page 3** Page 4 Page 5 Page 6 Page 7

**Section**

**Rating For General Competencies**

Guideline

set for your position.  
Take Note:  
 A staff may also be considered as HAS MET the expected level if any of the following scenarios occurs :

a) "At least one (1) of the behavioural indicators listed was demonstrated by the staff, where the rest are not relevant or applicable to his/her job position, scopes and/or department"  
 (must justify adequately in the Remarks column)

OR

No	General Competencies	Expected Level	Performance Standard	Employee Rating	Weightage (%)
1	Teamwork	3.00	Click to view	0.00	16.65
2	Coaching and Developing	3.00	Click to view	0.00	16.65
3	Integrity	3.00	Click to view	0.00	16.65
4	Job Knowledge & Expertise	3.00	Click to view	0.00	16.70
5	Problem Solving & Decision Making	3.00	Click to view	0.00	16.70
6	Communication	3.00	Click to view	0.00	16.65

- Click *Click to view* button to view the competency descriptors

Login ID: C0046 WELCOME NURUL AQLIAH BINTI HAMDAN

**BOSS Self Kiosk** Self

Appraisal System

- Assessment
- Self
- Superior
- Enquiry

**CONCRETE - MID YEAR PERFORMANCE APPRAISAL 2016 - CHIN HIN CONCRETE**

Page 1 Page 2 **Page 3** Page 4 Page 5 Page 6 Page 7

**Section**

**Rating For General Competencies**

Guideline

set for your position.  
 Take Note:  
 A staff may also be considered as HAS MET the expected level if any of the following scenarios occurs :

a) "At least one (1) of the behavioural indicators listed was demonstrated by the staff, where the rest are not relevant or applicable to his/her job position, scopes and/or department"  
 (must justify adequately in the Remarks column)

OR

No	General Competencies	Expected Level	Performance Standard	Employee Rating	Weightage (%)
1	Teamwork	3.00	Click to view	0.00	16.65
2	Coaching and Developing	3.00	Click to view	0.00	16.65
3	Integrity	3.00	Click to view	0.00	16.65
4	Job Knowledge & Expertise	3.00	Click to view	0.00	16.70
5	Problem Solving & Decision Making	3.00	Click to view	0.00	16.70
6	Communication	3.00	Click to view	0.00	16.65

- Read carefully the Behavioural Indicators before giving your own self rating for each Competency

Details

General Competency: **Teamwork**

Behavioural Indicators (Performance Standard) for Job Grade 12, 13 & 14:

- 1) Promotes team cooperation to form specific decisions or plans.
- 2) Express positive appreciation in term of ability and contribution.
- 3) Actively participate in information sharing in the team and support team decision.
- 4) Selflessly contribute to team and is a team player.

References on Competency Expectation of other Job Grades (refer HR for clarification, if needed)

Job Grade	Performance Standard of "Teamwork"
22	<b>Spell out and cascade down work values and standards</b> clearly for overall organization value alignment; <b>personally adhere to these and set example</b> for others to follow; <b>act to resolve organisational issues across the departments with high standard to</b> prevent slacking of desired values and standards.
20-21	<b>Set proven strategies to promote a friendly climate and enforce group identity</b> across the hierarchy within function; <b>create conditions that enable the function to perform at its best</b> by setting clear direction, providing appropriate structure and getting the right resources; <b>encourage funtional and cross-team cooperation</b> to ensure pratical needs of the group are met; <b>organize functional team building activities</b> ; reinforce the need to excel and cooperate at all the time in accordance to work values and standard

OK

- Rating Scale Points definition

Total Appraisal Score & Performance Rating:

TOTAL APPRAISAL SCORE (KPI Score + Competency Score)	PERFORMANCE RATING
4.51 - 5.00	Outstanding
3.51 - 4.50	Above Expectation
2.51 - 3.50	Meeting Expectation
1.51 - 2.50	Below Expectation
0.25 - 1.50	Unacceptable

- Select your *own self rating* from the Employee Rating selection menu

Login ID: C0046 WELCOME NURUL AQLIAH BINTI HAMDAN

**BOSS Self Kiosk** Self

Appraisal System

- Assessment
- Self**
- Superior
- Enquiry

**CONCRETE - MID YEAR PERFORMANCE APPRAISAL 2016 - CHIN HIN CONCRETE** Page 1 Page 2 **Page 3** Page 4 Page 5 Page 6 Page 7 Scoring Guideline

**Section** Total W

**Rating For General Competencies** 100.00

Guideline

set for your position.  
Take Note:  
 A staff may also be considered as HAS MET the expected level if any of the following scenarios occurs :

a) "At least one (1) of the behavioural indicators listed was demonstrated by the staff, where the rest are not relevant or applicable to his/her job position, scopes and/or department"  
 (must justify adequately in the Remarks column)

OR

No	General Competencies	Expected Level	Performance Standard	Employee Rating	Weightage (%)	Employee Score
1	Teamwork	3.00	Click to view	0.00	16.65	0.0000
2	Coaching and Developing	3.00	Click to view	3.50	16.65	0.0000
3	Integrity	3.00	Click to view	3.25	16.65	0.0000
4	Job Knowledge & Expertise	3.00	Click to view	3.00	16.70	0.0000
5	Problem Solving & Decision Making	3.00	Click to view	2.75	16.70	0.0000
6	Communication	3.00	Click to view	2.50	16.65	0.0000

A red arrow points to the dropdown menu for the 'Employee Rating' column, which is currently open and showing options from 0.00 to 3.50. The value 2.50 is highlighted in the dropdown.

- It is compulsory to key in your *Remarks* for each Competency. “No Comment” remarks isn’t acceptable

Logout Change Password

Login ID: C0046 WELCOME NURUL AQLIAH BINTI HAMDAN

**BOSS Self Kiosk**

- Appraisal System
  - Assessment
    - Self
    - Superior
  - Enquiry
    - Inquiry By Manager
    - Inquiry By Self

Self

CONCRETE

Page 1 Page 2 **Page 3** Page 4 Page 5 Page 6 Page 7

Scoring Guideline View Score Print

General Competencies are compulsory for all Executive & above positions in Chin Hin Group of Companies.

"Behavioural Indicators"

ing scenarios occurs :

taff, where the rest are not

Performance Standard	Employee Rating	Weightage (%)	Employee Score	Evaluator Remarks	Employee Remarks
<a href="#">Click to view</a>	3.50	16.65	0.5830		<a href="#">Edit Comment</a>
<a href="#">Click to view</a>	0.00	16.65	0.0000		<a href="#">Edit Comment</a>
<a href="#">Click to view</a>	0.00	16.65	0.0000		<a href="#">Edit Comment</a>
<a href="#">Click to view</a>	0.00	16.70	0.0000		<a href="#">Edit Comment</a>
<a href="#">Click to view</a>	0.00	16.70	0.0000		<a href="#">Edit Comment</a>
<a href="#">Click to view</a>	0.00	16.65	0.0000		<a href="#">Edit Comment</a>

**Page 4:**  
**Rating for Specific Competencies**

# BOSS.Net Appraisal System

- See assessment page > **Page 4** (*Specific Competencies*)
- If Applicable - Only certain Job Grades/positions carry the Specific Competency. Skip this page if it is blank
- Read the Guideline provided before you start

- Click *Click to view* button to view the competency descriptors

CHGB - MID YEAR PERFORMANCE APPRAISAL 2016 - CHIN HIN GROUP  
(PERFORMANCE APPRAISAL)

Page 1 Page 2 Page 3 **Page 4** Page 5 Page 6 Page 7 Scoring

Section

Rating For Specific Competencies

Guideline

**PLEASE READ BEFORE YOU START**  
A specific competency is assigned to a staff based on their Job Grade and roles, hence not everyone will carry it. The target or expected level for each specific Competency is 3.00 rating.

1. Click '**Click to View**' button to read the competency expectations in terms of the "Behavioural Indicators" set for your position.  
Take Note:  
A staff may also be considered as HAS MET the expected level if any of the following scenarios occurs :

No	Specific Competencies	Expected Level	Performance Standard	Employee Rating	Weightage (%)	Employee Score
1	Leadership	3.00	Click to view	0.00	14.20	0.00

- Read carefully the Behavioural Indicators before giving your own self rating for each Competency

Details

Specific Competency: **Leadership**

Behavioural Indicators (Performance Standard) for Job Grade 16 & 17:

- 1) Acts in accordance with set business strategies/ goals.
- 2) Supervise team members and clarify individual performance standards.
- 3) Provide prompt feedback to keep team members on the right track.
- 4) Act decisively and make the best of limited available information.

References on Competency Expectation of other Job Grades (refer HR for clarification, if needed)

Job Grade	Performance Standard of "Leadership"
22	Build and communicate <b>shared organisational vision</b> ; able to articulate <b>short-term and long-term organisational goals</b> clearly, considering the projected directions of the industry developments and trends; <b>inspire, motivate and stimulate functional leaders</b> and the entire organisation to perform at their best and achieve optimal outcome; ready to take tough decisions, with the appropriate involvement of stake-holders, and taking into account implications and ensuring contingencies.
20-21	<b>Set and communicate strategic functional goals and direction</b> , assess and links short-term, day to day tasks in the context of long term perspective; <b>encourage and empower</b> others to make decisions with accountability; <b>integrate, monitor, check and control delivery of end results</b> ; offer timely and appropriate interventions to drive achievement of target outcome; anticipates all possible responses to different initiatives.

OK

- Select your *own self rating* from the Employee Rating selection menu

CHGB - MID YEAR PERFORMANCE APPRAISAL 2016 - CHIN HIN GROUP  
(PERFORMANCE APPRAISAL)

Page 1 Page 2 Page 3 **Page 4** Page 5 Page 6 Page 7 Scoring

Section

Rating For Specific Competencies

Guideline

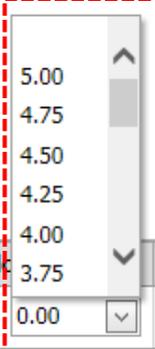
**PLEASE READ BEFORE YOU START**

A specific competency is assigned to a staff based on their Job Grade and roles, hence not everyone will carry it. The target or expected level for each specific Competency is 3.00 rating.

1. Click 'Click to View' button to read the competency expectations in terms of the "Behavioural Indicators" set for your position.

Take Note:

A staff may also be considered as HAS MET the expected level if any of the following scenarios occurs :

No	Specific Competencies	Expected Level	Performance Standard	Empl	Weightage (%)	Employee Score
1	Leadership	3.00	Click to view		14.20	0.00

- It is compulsory to key in your *Remarks* for each Competency. “No Comment” remarks isn’t acceptable

Page 1 Page 2 Page 3 **Page 4** Page 5 Page 6 Page 7 Scoring Guideline View Score Print Confirm & Upd

					Total We
					14.20
s, hence not everyone will carry it.					
f the "Behavioural Indicators"					
following scenarios occurs :					
.. . . . .					
Performance Standard	Employee Rating	Weightage (%)	Employee Score	Evaluator Remarks	Employee Remarks
<a href="#">Click to view</a>	4.25	14.20	0.6030		<a href="#">Edit Comment</a>

**Page 5:**  
**Propose your own  
Development Plan**

# BOSS.Net Appraisal System

- See assessment page > **Page 5** (*Development Plan*)
- Read the Guideline provided before you start

- It is compulsory for all Employee to propose his/her own Development Plan

Login ID: C0046 WELCOME NURUL AQLIAH BINTI HAMDAN

**BOSS Self Kiosk**

**Appraisal System**

- Assessment
  - Self**
  - Superior
- Enquiry
  - Inquiry By Manager
  - Inquiry By Self

Self

Employee No : C0046 Name : NURUL AQLIAH BINTI HAMDAN

Assessment List

#	Appraisal
<a href="#">View Assessment</a>	CONCRETE - MID YEAR PERFORMANCE APPRAISAL 2016 - CHIN HIN CONCRETE

**CONCRETE - MID YEAR PERFORMANCE APPRAISAL 2016 - CHIN HIN CONCRETE**

Page 1 Page 2 Page 3 Page 4 **Page 5** Page 6 Page 7 Scoring Guideline View 9

#	Section
<a href="#">Add</a>	<b>Development Plan</b>

Guideline

**PLEASE READ BEFORE YOU START**

1. Staff (Appraisee) is required to **propose** his/her own Development Plan e.g. future training / course / program to address the competency area that he/she thinks require fur  
Kindly refer HR if you are not sure of what type of training or program relevant to your job purpose and key accountabilities.
2. Click [Add](#) (top left side) to insert a new development plan, and [Delete](#) to remove.
3. Any proposed development plan **must be discussed** together and agreed with the superior or Manager during the one-to-one Joint Appraisal session.

#	Competency Addressed	Proposed Development
No data to display		

- Click **Add** to add in a new proposed development plan

Login ID: C0046 WELCOME NURUL AQLIAH BINTI HAMDAN

**BOSS Self Kiosk**

- Assessment
  - Self**
  - Superior
- Enquiry
  - Inquiry By Manager
  - Inquiry By Self

Self

Employee No : C0046 Name : NURUL AQLIAH BINTI HAMDAN

Assessment List

#	Appraisal
<a href="#">View Assessment</a>	CONCRETE - MID YEAR PERFORMANCE APPRAISAL 2016 - CHIN HIN CONCRETE

**CONCRETE - MID YEAR PERFORMANCE APPRAISAL 2016 - CHIN HIN CONCRETE**

Page 1 Page 2 Page 3 Page 4 **Page 5** Page 6 Page 7 [Scoring Guideline](#) [View 5](#)

#	Section
<a href="#">Add</a>	Development Plan

Guideline

**PLEASE READ BEFORE YOU START**

- Staff (Appraisee) is required to **propose** his/her own Development Plan e.g. future training / course / program to address the competency area that he/she thinks require fur Kindly refer HR if you are not sure of what type of training or program relevant to your job purpose and key accountabilities.
- Click [Add](#) (top left side) to insert a new development plan, and [Delete](#) to remove.
- Any proposed development plan **must be discussed** together and agreed with the superior or Manager during the one-to-one Joint Appraisal session.

#	Competency Addressed	Proposed Development
No data to display		

- Click the following *links* to add or edit the details of proposed development plan, or click **Delete** to remove

#	Competency Addressed	Proposed Development	Expected Completion Date
<a href="#">Delete</a>	<a href="#">Edit Competency Addressed</a>	<a href="#">Edit Proposed Development</a>	<a href="#">Edit Expected Completion Date</a>

**Page 6:**  
**Remedial Action Plan**  
**proposed by Immediate Superior**  
*(if applicable)*

# BOSS.Net Appraisal System

- See assessment page > **Page 6** (*Remedial Action Plan*)
- Skip this page as it is **only meant for Immediate Superior** to fill up when the Employee performance rating has been concluded as either ***“Below Expectation”*** or ***“Unacceptable”***

- Read the Guideline provided before you start

Login ID: C0046 WELCOME NURUL AQLIAH BINTI HAMDAN

**BOSS Self Kiosk**

- Appraisal System
  - Assessment
    - Self**
    - Superior
  - Enquiry
    - Inquiry By Manager
    - Inquiry By Self

Self

Employee No : C0046 Name : NURUL AQLIAH BINTI HAMDAN

Assessment List

#	Appraisal
<a href="#">View Assessment</a>	CONCRETE - MID YEAR PERFORMANCE APPRAISAL 2016 - CHIN HIN CONCRETE

**CONCRETE - MID YEAR PERFORMANCE APPRAISAL 2016 - CHIN HIN CONCRETE**

Page 1 Page 2 Page 3 Page 4 Page 5 **Page 6** Page 7 Scoring Guideline View S

#	Section
<a href="#">Add</a>	Remedial Action Plan (If Applicable)

Guideline

**PLEASE READ BEFORE YOU START**

**TO BE COMPLETED BY IMMEDIATE SUPERIOR (EVALUATOR)**  
 when final Performance Rating is either **Below Expectation (BE)** or **Unacceptable (U)**  
 Note: Click the "Score Guideline" on top part of this form to view the Performance Rating categories.

1. When concluding the staff Total Appraisal Score during the Joint Appraisal, where the performance rating is either "BE" or "U", the Immediate Superior must propose the Remedial Action Plan. These must be discussed with the staff.
2. Here are some example of Remedial Action Plans:

#	Descriptions of Performance Concerns	Agreed Performance Improvement Goals	Agreed Key Activities / Tasks
No data to display			

- Click **Add** to add a new Remedial Action Plan

Login ID: C0046 WELCOME NURUL AQLIAH BINTI HAMDAN

**BOSS Self Kiosk**

- Appraisal System
  - Assessment
    - Self**
    - Superior
  - Enquiry
    - Inquiry By Manager
    - Inquiry By Self

Self

Employee No : C0046 Name : NURUL AQLIAH BINTI HAMDAN

Assessment List

#	Appraisal
<a href="#">View Assessment</a>	CONCRETE - MID YEAR PERFORMANCE APPRAISAL 2016 - CHIN HIN CONCRETE

**CONCRETE - MID YEAR PERFORMANCE APPRAISAL 2016 - CHIN HIN CONCRETE**

Page 1 Page 2 Page 3 Page 4 Page 5 **Page 6** Page 7 Scoring Guideline View S

#	Section
<a href="#">Add</a>	Remedial Action Plan (If Applicable)

Guideline

**PLEASE READ BEFORE YOU START**

**TO BE COMPLETED BY IMMEDIATE SUPERIOR (EVALUATOR)**  
when final Performance Rating is either **Below Expectation (BE)** or **Unacceptable (U)**  
Note: Click the "Score Guideline" on top part of this form to view the Performance Rating categories.

- When concluding the staff Total Appraisal Score during the Joint Appraisal, where the performance rating is either "BE" or "U", the Immediate Superior must propose the Remedial Action these must be discussed with the staff.
- Here are some example of Remedial Action Plans:

#	Descriptions of Performance Concerns	Agreed Performance Improvement Goals	Agreed Key Activities / Tasks
No data to display			

- Click the following *links* to add or edit the details of the remedial action plan, or click **Delete** to remove

#	Descriptions of Performance Concerns	Agreed Performance Improvement Goals	Agreed Key Activities / Tasks	Agreed Timeline
<a href="#">Delete</a>	<a href="#">Edit Descriptions of Performance Concerns</a>	<a href="#">Edit Agreed Performance Improvement Goals</a>	<a href="#">Edit Agreed Key Activities / Tasks</a>	<a href="#">Edit Agreed Timeline</a>

**Page 7:**  
**State your Overall Comments**

# BOSS.Net Appraisal System

- See assessment page > **Page 7** (*Overall Comments*)
- Read the Guideline provided before you start

Section		Total Weightage
[-] Overall Comments		0.00
<p>Guideline</p> <p><b>PLEASE READ BEFORE YOU START</b></p> <p>1. Please state <b>in brief</b> or summarize your comments that are relevant to this assessment. Examples:</p> <ul style="list-style-type: none"><li>a. Accomplishment or successes in projects completion;</li><li>b. Positive feedback or recognition received;</li><li>c. New skill(s) that you've learned or mastered &amp; how they've helped you in your career development;</li><li>d. Challenges faced / issue arise / suggestion to overcome them;</li><li>e. For Immediate Superior: Recommendation for job enlargement / upgrading / promotion. DO NOT state or promise any monetary (RM) or percentage (%) of salary review or bonus pay out in this section .</li></ul>		
No	Header	Evaluator Remarks
1	Overall Comments	

### **Special Note for Superiors**

**If there is (any) Recommendation for a position promotion or upgrade for the Employee, superior must state it with justification on **Boss.NET page (7) Overall Comments.****

- Click *Edit Comment* to insert your own remarks

Page 1	Page 2	Page 3	Page 4	Page 5	Page 6	<b>Page 7</b>	Scoring Guideline	View Score	Print	Confirm & Update	
							<b>Total Weightage</b>				
							<b>0.00</b>				
to this assessment. Examples:											
you in your career development;											
upgrading / promotion.											
of salary review or bonus pay out in this											
							<b>Evaluator Remarks</b>	<b>Employee Remarks</b>			
								<a href="#">Edit Comment</a>			



# OTHER INFO

- Click **Scoring Guideline** to view the score & performance rating definitions.
- Click **View Score** to view the Self Score (Employee) and Evaluator Score (Final Score)
- Click **Print** to generate the summary page of your assessment form (printable version)

The screenshot displays the BOSS Self Kiosk interface. At the top, it shows the user's login ID (C0046) and a welcome message for NURUL AQLIAH BINTI HAMDAN. The main navigation menu on the left includes 'Appraisal System', 'Assessment' (with sub-options for 'Self' and 'Superior'), and 'Enquiry' (with sub-options for 'Inquiry By Manager' and 'Inquiry By Self'). The main content area shows a 'Self' tab and a search field containing 'AQLIAH BINTI HAMDAN'. Below this, there are several rows of data, including one for 'CHIN CONCRETE' with an 'Assessment Done' status of 'No'. At the bottom, there is a pagination bar with buttons for 'Page 1' through 'Page 7', and three red arrows pointing to the 'Scoring Guideline', 'View Score', and 'Print' buttons. Other buttons include 'Confirm & Update' and a 'Total Weightage' section showing '0.00'.

- Click **Confirm & Update** to submit the Self-Assessment form (It is important to ensure all ratings & comments are correct before submitting the assessment form as no changes allowed after submission)

Login ID: C0046 WELCOME NURUL AQLIAH BINTI HAMDAN

**BOSS Self Kiosk**

Self

NURUL AQLIAH BINTI HAMDAN

CHIN CONCRETE

Assessment Done  
No

Page 1 Page 2 Page 3 Page 4 Page 5 Page 6 **Page 7** Scoring Guideline View Score Print **Confirm & Update**

Total Weightage
0.00



**All ratings and texts (comments)  
entered will be auto-saved into the  
system**

- Click **Confirm & Update** to submit the Self-Assessment form.  
(It is important to ensure all ratings & comments are correct before submitting the assessment form as no changes allowed after submission)

Login ID: C0046 WELCOME NURUL AQLIAH BINTI HAMDAN

**BOSS Self Kiosk**

Self

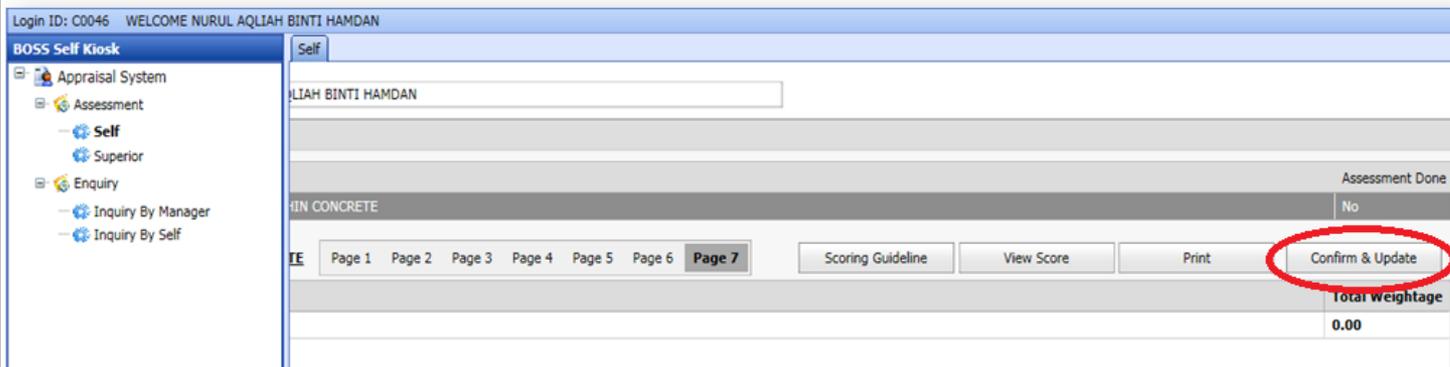
NURUL AQLIAH BINTI HAMDAN

Assessment Done: No

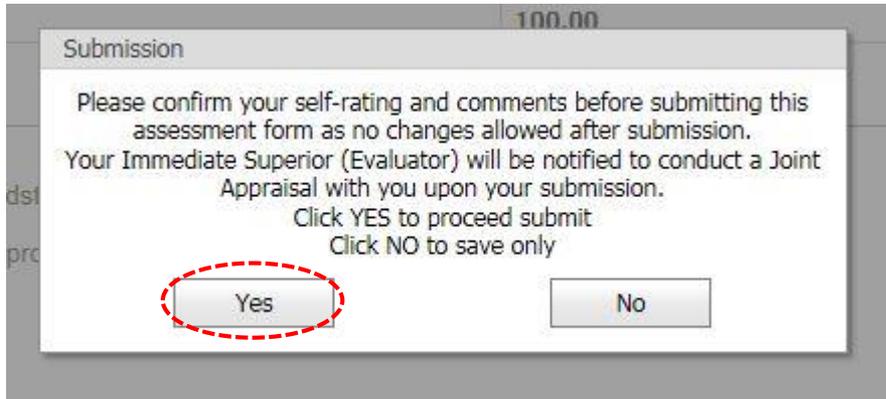
CHIN CONCRETE

Page 1 Page 2 Page 3 Page 4 Page 5 Page 6 **Page 7** Scoring Guideline View Score Print **Confirm & Update**

Total Weightage: 0.00



- When a confirmation for submission message box appears, click *Yes* to submit.



- Ensure that the Assessment Done status is updated to *Yes*

