

LAMPIRAN

I. Penilaian kinerja untuk karyawan penjualan

PT. DSL INDONESIA

Name		Position	
ID Number		Department	
Hire date		Appraisal Period	

A. Behavior						
No	Subject	1	2	3	4	5
1	Visiting customer / Keep contact by phone with customer					
2	Suggests to peers ways of building sales					
3	Anticipates and prepares for customer concern					
4	Review individual productivity results with manager					
5	Follow up on customer leads					
6	Keeps account plans updated					
7	Formulates specific objectives for each contact					
8	Focuses on product					
Total		=				
Weight 20 %		=				
Notes :						
5 -> Almost always		2 ->		Seldom		
4 -> Frequently		1 ->		Almost never		
3 -> Sometimes						
B. General						
No	Subject	1	2	3	4	5
1	Selling skill Buyer/ Seller relation ship, planning call ,questioning skill,presentation skill, and gaining commitment					
2	Product knowledge About function, type, quality, and price. Knowing about competitor product include for the strength and weakness for the product					
3	Communication and interaction skill Openly exchanges information in a timely manner; knows how to keep informed; listens and understands; uses confidential information with discretion; writes and/or speaks in a clear, concise manner.					

4	Negotiation skill Able to negotiate with other person through discussion and compromise to get agreement					
5	Initiative Identifies what needs to be done and takes action; keeps current with new work methods, skills, and technologies related to job/profession; willingly accepts additional assignments; takes appropriate action in face of obstacles; takes ownership for self-development and learning.					
6	Problem Solving and judgment Takes initiative to identify and resolve problems; demonstrates ability to examine problems/issues in new ways; uses logical, systematic approaches to solve problems; reflects on past experiences to solve problems; switches strategies and tactics if the current ones are not working; weighs and evaluates information and selects appropriate alternatives.					
7	Cooperative and team work Develops and fosters professional relationships; builds rapport with others; approaches others about sensitive issues in non-threatening ways; listens to and acknowledges others' ideas and concerns, even when holding a different opinion; regulates own emotions, thoughts and feelings.					
8	Appearance - Self Confident , convincing - Neatly and match					
9	Integrity Demonstrates commitment to DSL ID's vision, mission and core values; participates in department initiatives; takes action consistent with Core Values even when others don't; follows company policies, standards and procedures; follows through on commitments and agreements; holds self accountable for mistakes.					
10	English skill Able to write and speak in English language					
Total		=				
Weight 10 %		=				
Notes :						
5 -> Outstanding		2 ->	Needs improvement			
4 -> Above average		1 ->	Unacceptable			
3 -> Satisfactory						
C. Result						
No.	Subject	1	2	3	4	5
1	Achievement					
Total		=				
Weight 70 %		=				

Notes			
5 ->	Outstanding	2 ->	Needs improvement
4 ->	Above average	1 ->	Unacceptable
3 ->	Satisfactory		
	Overall performance rating	=	
D. Job strengths and superior performance incidents			
E. Employee weakness and areas for improvement			
F. Training / development plan			
G. Goal setting / Achievement for next period			

H. Other			
I. Employee comments			
J. Supervisor comments			
K. Signatories			
* Supervisor has reviewed this form with the emp. Yes () No ()			
Employee	Supervisor-I	Supervisor-II	HRD Manager
Date :	Date :	Date :	Date:

II. Penilaian kinerja untuk karyawan non penjualan

PT. DSL INDONESIA

Name	:	Position	:			
ID Number	:	Department	:			
Hire date	:	Appraisal period	:			
A. Criteria						
No.	Subject	1	2	3	4	5
1	Job knowledge and skills Assess knowledge of skills, procedures, methods, equipment, and material Required to do the job.					
2	Communication and interaction skill Openly exchanges information in a timely manner, knows how to keep informed; listens and understands; uses confidential information with discretion; writes and/or speaks in a clear, concise manner.					
3	Initiative Identifies what needs to be done and takes action, keeps current with new work methods, skills, and technologies related to job/profession; willingly accepts additional assignments; takes appropriate action in face of obstacles; takes ownership for self-development and learning.					
4	Cooperative and team work Develops and fosters professional relationships; builds rapport with others; approaches others about sensitive issues in non-threatening ways; listens to and acknowledges others' ideas and concerns, even when holding a different opinion; regulates own emotions, thoughts and feelings.					
5	Quality of work Produces work that is complete, accurate, and in an acceptable format; checks accuracy of own work; recognizes and corrects errors; requires little or no supervisory review.					
6	Productivity and dependability Conscientious, responsible, and reliable with respect to work completion schedules and deadlines, as well as attendance; demonstrates ability to adjust to changing job requirements and/or volume of work; uses resources, including time, effectively and efficiently; learns and uses technology to improve productivity.					
7	Problem Solving and judgment Takes initiative to identify and resolve problems; demonstrates ability to examine problems/issues in new ways; uses logical, systematic approaches to solve problems; reflects on past experiences to solve problems; switches strategies and tactics if the current ones are not working; weighs and evaluates information and selects appropriate alternatives.					
8	English Skill Able to speak and write in English Language					

9	Integrity Demonstrates commitment to DSL ID's vision, mission and core values; participates in department initiatives; takes action consistent with Core Values even when others don't; follows company policies, standards and procedures; follows through on commitments and agreements; holds self accountable for mistakes.											
10	Leadership** (just for level supervisor above) Asses the ability to exert positive influence in team members and get cooperation or respect from subordinates. Consider the ability to improve the performance of subordinates and associates by providing necessary information, guidance, and coaching.											
<p>Overall performance rating</p> <p>Notes :</p> <table data-bbox="360 786 1273 909"> <tr> <td>5 -> Outstanding</td> <td>Needs</td> </tr> <tr> <td>4 -> Above average</td> <td>2 -> improvement</td> </tr> <tr> <td>3 -> Satisfactory</td> <td>1 -> Unacceptable</td> </tr> </table>							5 -> Outstanding	Needs	4 -> Above average	2 -> improvement	3 -> Satisfactory	1 -> Unacceptable
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B. Job strengths and superior performance incidents												
C. Employee Weakness and areas for improvement												
D. Training / development plan												
E. Goal setting / Achievement for next period												

F. Others			
G. Employee comments			
H. Supervisor Comments			
I. Signatories			
*Supervisor has reviewed this form with the emp. Ya () No ()			
Employee	Supervisor-I	Supervisor-II	HRD Manager
Date :	Date :	Date :	Date :