



الجامعة الإسلامية العالمية
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
وَدِينُ رَبِّيَ الْحَقُّ وَالْإِسْلَامُ الْبَارُّ وَالْحَقُّ الْمَلِكُ

**MANAGEMENT SERVICES DIVISION (MSD)
HR ASSESSMENT & DATA RECORDS MANAGEMENT (HRADRMU)**

A. REQUEST FOR APPRAISAL PERFORMANCE REPORT (APAR)

NAME :
STAFF ID : GRADE :
DESIGNATION : HP / EXT. NO :
KCDIOM : EMAIL :

B. PLEASE TICK THE PURPOSE OF THE REQUEST

- | | |
|--|---|
| <input type="checkbox"/> KCDIOM HR Planning | <input type="checkbox"/> Change of Status |
| <input type="checkbox"/> Annual Salary Increment (ASI) | <input type="checkbox"/> Contract Renewal |
| <input type="checkbox"/> Awards, Promotion and Recognition | <input type="checkbox"/> Performance Improvement Programs |
| <input type="checkbox"/> Training Needs and Career Development | <input type="checkbox"/> Staff Discipline |
| <input type="checkbox"/> Other HR Needs : | <input type="checkbox"/> Requested by Ministry of : |

C. STANDARD DATA (Processing time: within three (3) working days from submission of the completed request form)

Please tick if any standard data is required

- | | | |
|-----------------------------------|---|--|
| <input type="checkbox"/> Name | <input type="checkbox"/> KCDIOM | <input type="checkbox"/> Submission Status |
| <input type="checkbox"/> Staff ID | <input type="checkbox"/> Campus | <input type="checkbox"/> Submission Date |
| <input type="checkbox"/> Email | <input type="checkbox"/> Appointment Status | <input type="checkbox"/> Average (%) |
| <input type="checkbox"/> Grade | <input type="checkbox"/> Date of Joining IIUM | <input type="checkbox"/> Year |
| <input type="checkbox"/> Position | <input type="checkbox"/> Date of Exit IIUM | |

D. Declaration by the Requestor and Supervisor

I hereby verify that :

The information or data requested regarding the Staff Appraisal Performance Report (APAR) is for official use within IIUM only. It is not for personal use or release to third parties.

.....
Signature from Requestor

Date :

.....
Signature & Official Stamp of the Supervisor

Date :

.....**For MSD use only**.....

E. Confirmation from MSD

I hereby confirm the release date on requested data :

.....
Signature of MSD Officer

Date :

NOTE :

1. Please email the request form to msd_performance@iium.edu.my
2. The information release is only real-time based on currently available data in the system.
3. Any discrepancies of the information provided should be immediately reported to the MSD.