**Borang Penilaian *Time-Based* Berasaskan Kecemerlangan Kali Pertama (TBK1)**

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| **A.** | **MAKLUMAT PEGAWAI** | | | | | | |
|  |  |  |  | |  | |  |
| (i) | Nama dan No.KP | **:** |  | | | | |
| (ii) | Skim Perkhidmatan | **:** |  | | | | |
| (iii) | Jawatan dan Gred | **:** |  | | | | |
| (iv) | Kementerian / Jabatan | **:** |  | | | | |
| (v) | LNPT (3 tahun terkini) | **:** | Tahun 1 | Tahun 2 | | Tahun 3 (terkini) | |
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| **B.** | **PENILAIAN PENYELIA** | | | | |
| Saya |  | | (nama) |  | (nama jawatan) |
| Gred |  | menilai pegawai ini seperti berikut : | | | |

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|  | |  | | | | | | | | | | **Rendah** | | | | | | **Sederhana** | | | | | | | | **Tinggi** | | | | | |
|  | |  | | | | | | | | | | **(1 markah)** | | | | | | **(2 markah)** | | | | | | | | **(3 markah)** | | | | | |
| a. | | Mempunyai sikap yang positif, teladan (*role model*) dan berketerampilan yang baik. | | | | | | | | | |  | |  | | |  |  | | |  | |  | | |  | |  | | |  |
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| b. | | Menunjukkan komitmen terhadap tugas semasa dan bersedia menerima tanggung jawab tambahan. | | | | | | | | | |  | |  | | |  |  | | |  | |  | | |  | |  | | |  |
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| c. | | Mempamerkan kesediaan untuk berkongsi pengetahuan / pengalaman dengan rakan sekerja / pegawai lain | | | | | | | | | |  | |  | | |  |  | | |  | |  | | |  | |  | | |  |
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|  | | **JUMLAH MARKAH** | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | |
|  | |  | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | |
| **Kategori** | | | | | | | | **3 - 5 markah** | | | | | | | | **6 - 7 markah** | | | | | | | | **8 - 9 markah** | | | | | | | | |
| **(Kurang memuaskan)** | | | | | | | | **(Baik)** | | | | | | | | **(Cemerlang)** | | | | | | | | |
| [sila tanda ( / ) di ruangan yang disediakan berdasarkan jumlah markah yang diberi] | | | | | | | |  |  |  |  | | | |  |  | | |  | | |  | |  | | |  | | |  | | |
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| **C.** | | | **ULASAN PENYELIA (jika ada)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Tarikh | | | | : |  | | |  | | | | |  | | |  | | | | | | | | | | | | |  | | | |
|  | | |  |  |  | | |  | | | | |  | | | (Tandatangan Penyelia) | | | | | | | | | | | | |  | | | |
| **D.** | | | **PENGESAHAN KETUA JABATAN** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Saya mengesahkan penilaian kecemerlangan yang dibuat oleh penyelia tersebut. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ulasan (jika ada) | | | | | | : |  | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Tarikh | | | | : |  | | |  | | | | |  | | |  | | | | | | | | | | | | |  | | | |
|  | | |  |  |  | | |  | | | | |  | | | (Tandatangan Ketua Jabatan)  Cop Rasmi | | | | | | | | | | | | |  | | | |