**Borang Penilaian *Time-Based* Berasaskan Kecemerlangan Kali Kedua (TBK2)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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) | |
|  |  |  |  |  | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **B.** | **PENILAIAN PENYELIA** | | | | |
| Saya |  | | (nama) |  | (nama jawatan) |
| Gred |  | menilai pegawai ini seperti berikut : | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | | | | | | | | **Rendah** | | | | | **Sederhana** | | | | | | **Tinggi** | | | | | |
|  | |  | | | | | | | | | **(1 markah)** | | | | | **(2 markah)** | | | | | | **(3 markah)** | | | | | |
| a. | | Mempunyai disiplin, teladan *(role model)* dan berketerampilan yang baik. | | | | | | | | |  | |  | |  |  | |  | |  | |  |  | |  | | |
| b. | | Mementingkan aspek kesegeraan dan proaktif dalam menyelesaikan tugasan. | | | | | | | | |  | |  | |  |  | |  | |  | |  |  | |  | | |
| c. | | Mempunyai kebolehan dalam menyelia dan memberi bimbingan serta kesediaan untuk berkongsi. | | | | | | | | |  | |  | |  |  | |  | |  | |  |  | |  | | |
| d. | | Menunjukkan komitmen terhadap tugas dan bersedia menerima tanggungjawab tambahan. | | | | | | | | |  | |  | |  |  | |  | |  | |  |  | |  | | |
| e. | | Berfikiran positif dan mampu menyesuaikan diri dalam sebarang perubahan. | | | | | | | | |  | |  | |  |  | |  | |  | |  |  | |  | | |
|  | | **JUMLAH MARKAH** | | | | | | | | | | | | | |  | | | | | |  | | | | | |
|  | |  | | | | | | | | | | | | | |  | | | | | |  | | | | | |
| **Kategori** | | | | | | | | **5-9 markah** | | | | | | | **10-12 markah** | | | | | | | **13-15 markah** | | | | | |
| **(Kurang memuaskan)** | | | | | | | **(Baik)** | | | | | | | **(Cemerlang)** | | | | | |
| [sila tanda ( / ) di ruangan yang disediakan berdasarkan  jumlah markah yang diberi] | | | | | | | |  |  |  |  | |  |  | | |  | |  | |  | | |  | |  | |
|  |  |  |  | |  |  | | |  | |  | |  | | |  | |  | |
|  |  |  |  | |  |  | | |  | |  | |  | | |  | |  | |
| **C.** | | | **ULASAN PENYELIA (jika ada)** | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Tarikh | | | | : |  | | |  | | | |  | | |  | | | | | | | | | | |  | |
|  | | |  |  |  | | |  | | | |  | | | (Tandatangan Penyelia) | | | | | | | | | | |  | |
| **D.** | | | **PENGESAHAN KETUA JABATAN** | | | | | | | | | | | | | | | | | | | | | | | | |
| Saya mengesahkan penilaian kecemerlangan yang dibuat oleh penyelia tersebut. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ulasan (jika ada) | | | | | | : |  | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Tarikh | | | | : |  | | |  | | | |  | | |  | | | | | | | | | | | |  |
|  | | |  |  |  | | |  | | | |  | | | (Tandatangan Ketua Jabatan)  Cop Rasmi | | | | | | | | | | | |  |