**Lampiran B1**

**Borang Penilaian *Time-Based* Berasaskan Kecemerlangan**

**(bagi Kumpulan Pelaksana yang telah berkhidmat 13 tahun dan lebih)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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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: | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | |  | **Rendah**  **(1 markah)** | | | | | | **Sederhana**  **(2 markah)** | | | | | | | **Tinggi**  **(3 markah)** | | | | |
| a. | Mempunyai sikap yang positif, teladan (*role model*) dan berketerampilan yang baik. | | | | | |  |  | |  | |  | |  | | |  | |  | |  | |  | |  |
|  | |  | |  | | |  | |  | |  | |  | |
| b. | Menunjukkan komitmen terhadap tugas semasa dan bersedia menerima tanggung jawab tambahan. | | | | | |  |  | |  | |  | |  | | |  | |  | |  | |  | |  |
|  | |  | |  | | |  | |  | |  | |  | |
| c. | Mempamerkan kesediaan untuk berkongsi pengetahuan / pengalaman dengan rakan sekerja / pegawai lain | | | | | |  |  | |  | |  | |  | | |  | |  | |  | |  | |  |
|  | |  | |  | | |  | |  | |  | |  | |
| **JUMLAH MARKAH** | | | | | | |  |  | | | | | |  | | | | | | |  | | | | |
|  | | | | | | | | | | | | | |  | | | | | | |  | | | | |
| **Kategori** | | | | | | **3 – 5 markah (Kurang memuaskan)** | | | | | | | | **6 – 7 markah (Baik)** | | | | | | | **8 – 9 markah (Cemerlang)** | | | | |
| [sila tanda (/) di ruangan yang disediakan berdasarkan jumlah markah yang diberi] | | | | | |  | | |  | |  | | |  | |  | |  | | |  |  | |  | |
|  | | | | | | |  |  | | | | | |  | | | | | | |  | | | | |
| **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) : | | | |  | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tarikh : | | |  | |  | | | | | | | | | |  | | | | | | | | | | |
|  | | |  | |  | | | | | | | | | | (Tandatangan Ketua Jabatan)  Cop Rasmi | | | | | | | | | | |
|  | | |  | |  | | | | | | | | | |  | | | | | | | | | | |
| (borang ini hendaklah diklasifikasikan sebagai “**SULIT**” apabila ianya dilengkapkan) | | | | | | | | | | | | | | | | | | | | | | | | | |