**Staf yang dinilai / *staff assessed* :**

**Program / *Programme*  :**

**Butir-butir penilai / *Evaluator’s details* :**

**Nama** / *Name* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Jawatan** / *Designation* :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Syarikat***/ Company* :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Tarikh*** */ Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

### Borang ini mengandungi two (2) bahagian. Sila lengkapkan semua bahagian.

### This form contains two (2) sections. Please complete all sections.

### Sila pilih maklum balas berdasarkan skala berikut:

### Please choose your response based on the following scale:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TB/*NA*** | **1** | **2** | **3** | **4** | **5** |
| Tidak Berkenaan / *Not Applicable* | Sangat Lemah /  *Very Weak* | Lemah /  *Weak* | Sederhana / *Fair* | Baik /  *Good* | Sangat Baik / *Very Good* |

**BAHAGIAN A : KEMAHIRAN GRADUAN */ GRADUATE SKILLS***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **KEMAHIRAN BERKOMUNIKASI / *COMMUNICATION SKILLS*** | | TB/*NA* | **Skala / *Scale*** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| a. | Berupaya bertutur dalam Bahasa Inggeris dengan berkesan.  *Able to converse in English effectively.* |  | 1 | 2 | 3 | 4 | 5 |
| b. | Berupaya bertutur dalam Bahasa Malaysia dengan berkesan.  *Able to converse in Bahasa Malaysia effectively.* |  | 1 | 2 | 3 | 4 | 5 |
| c. | Berupaya menulis dalam Bahasa Inggeris dengan berkesan.  *Able to write in English effectively*. |  | 1 | 2 | 3 | 4 | 5 |
| d. | Berupaya menulis dalam Bahasa Melayu dengan berkesan.  *Able to write in Bahasa Malaysia effectively.* |  | 1 | 2 | 3 | 4 | 5 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| KEBOLEHAN MENYELESAIKAN MASALAH / *PROBLEM SOLVING* | | **TB/**  ***NA*** | **Skala / *Scale*** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| a. | Berupaya menguruskan masalah dengan bijaksana.  *Able to manage problems wisely.* |  | 1 | 2 | 3 | 4 | 5 |
| b. | Berupaya menggunakan kemahiran yang sesuai untuk menyelesaikan masalah dalam skop kerja masing-masing.  *Able to apply the necessary skills to solve problems related to respective scope of work.* |  | 1 | 2 | 3 | 4 | 5 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **BEKERJA SECARA BERKUMPULAN / *TEAMWORK*** | | **TB/**  ***NA*** | **Skala / *Scale*** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| a. | Bermotivasi untuk memikul tanggungjawab bagi mencapai objektif kumpulan.  *Motivated to assume responsibility in order to accomplish team objectives.* |  | 1 | 2 | 3 | 4 | 5 |
| b. | Berupaya berinteraksi secara berkesan dengan rakan sekerja.  *Able to interact effectively among colleagues*. |  | 1 | 2 | 3 | 4 | 5 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PEMBELAJARAN SEPANJANG HAYAT / LIFELONG LEARNING** | | **TB/**  ***NA*** | **Skala / *Scale*** | | | | | | | |
| **1** | | **2** | | **3** | | **4** | **5** |
| a. | Berminat untuk menyertai kursus / program latihan yang dianjurkan.  *Interested to participate courses / training programmes organised.* |  | | 1 | | 2 | | 3 | 4 | 5 |
| b. | Sudi mencari pengetahuan baru dari pelbagai sumber maklumat. (internet, perpustakaan, dokumen pejabat, dan lain-lain)  *Willing to seek new knowledge from various sources (internet, library, office document etc.)* |  | 1 | | 2 | | 3 | | 4 | 5 |
| c. | Sudi belajar kemahiran baru / menambahbaik kemahiran sedia ada untuk menjalankan tugas.  *Willing to acquire new skills / enhance existing skills in order to carry out work related tasks.* |  | 1 | | 2 | | 3 | | 4 | 5 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **KEMAHIRAN KEUSAHAWANAN / *ENTREPRENEURSHIP SKILLS*** | | **TB/**  ***NA*** | **Skala / *Scale*** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| a. | Berupaya menilai cadangan dari aspek kewangan.  (pelan perniagaan / strategi / operasi semasa)  *Able to evaluate ideas from financial perspective.*  *(business plan / strategy / existing operation )* |  | 1 | 2 | 3 | 4 | 5 |
| b. | Berupaya mengenal pasti peluang-peluang yang wujud untuk teras utama perniagaan organisasi.  *Able to recognise opportunities for the core business of the organisation.* |  | 1 | 2 | 3 | 4 | 5 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **KEMAHIRAN KEPIMPINAN / *LEADERSHIP SKILLS*** | | **TB/**  ***NA*** | **Skala / *Scale*** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| a. | Berkebolehan memikul tanggungjawab sebagai seorang ketua.  *Able to assume the role of a leader* |  | 1 | 2 | 3 | 4 | 5 |
| b. | Berkebolehan memacu ahli kumpulan berfungsi secara berkesan.  *Able to steer team member to function effectively.* |  | 1 | 2 | 3 | 4 | 5 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ETIKA DAN INTEGRITI / *ETHICS AND INTEGRITY*** | | **TB/**  ***NA*** | **Skala / *Scale*** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| a. | Berupaya mematuhi peraturan dan undang-undang organisasi.  *Able to adhere to rules and regulations of the organization.* |  | 1 | 2 | 3 | 4 | 5 |
| b. | Berkebolehan melaksanakan tugas secara beretika dengan mengambil kira tanggungjawab sosial.  *Able to perform tasks ethically with sense of social responsibility.* |  | 1 | 2 | 3 | 4 | 5 |

**BAHAGIAN B : PANDANGAN UMUM MENGENAI GRADUAN UTMSPACE**

***GENERAL VIEWS REGARDING UTMSPACE GRADUATE***

1. Jika staf telah bekerja di syarikat/agensi tuan sebelum beliau tamat pengajian di UTMSPACE, sila tandakan **SATU** daripada empat pilihan berikut:

*If the employee has been working with your company/agency before he/she graduates from UTMSPACE, please tick* ***ONE*** *of the four options below:*

(a) Sebelum tamat pengajian di UTMSPACE, prestasi kerja beliau adalah memuaskan dan kini sangat memuaskan. **(prestasi meningkat).**

*The employee’s work performance before he/she graduates from UTMSPACE is* ***satisfactory and now it is very satisfactory ( i.e performance improved).***

1. Sebelum tamat pengajian di UTMSPACE, prestasi kerja beliau adalah sangat memuaskan dan kini juga sangat memuaskan. **(prestasi baik terus dikekalkan).**

*The employee’s work performance before he/she graduates from UTMSPACE is* ***very satisfactory and now it is still very satisfactory ( i.e maintain good performance).***

(c) Sebelum tamat pengajian di UTMSPACE, prestasi kerja beliau adalah sangat memuaskan tetapi kini memuaskan sahaja. **(prestasi merosot sedikit).**

*The employee’s work performance before he/she graduates from UTMSPACE is* ***very satisfactory but now it is just satisfactory (i.e* performance slightly declined).**

1. Jika syarikat/agensi tuan mengaji graduan sepenuh masa daripada mana-mana universiti, sila tandakan **SATU** daripada tiga pilihan berikut:

*If your company/agency employs graduate from any full-time university, please tick* ***ONE*** *of the three options below:*

1. Prestasi kerja graduan UTMSPACE adalah **lebih baik** daripada prestasi kerja graduan sepenuh masa.

*The work performance of UTMSPACE graduate is* ***better than*** *the work performance of full-time graduate.*

1. Prestasi kerja graduan UTMSPACE adalah **sama baik** dengan prestasi kerja graduan sepenuh masa.

*The work performance of UTMSPACE graduate is* ***as good as*** *the work performance of full-time graduate.*

1. Prestasi kerja graduan UTMSPACE adalah **tidak sebaik** prestasi kerja graduan sepenuh masa.

*The work performance of UTMSPACE graduate is* ***not as good as*** *the work performance of full-time graduate.*

1. Komen Umum / *General Comments*

........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

**TERIMA KASIH / *THANK YOU***

**Sila kepilkan kad nama / *Kindly attach your name card***