

PENILAIAN KESELURUHAN NCS-CORE ABILITY
(Borang ini perlu diisi oleh PP pada hujung semester)

CORE ABILITY – TAHAP 2

Nama Calon		No. K/Pengenalan	
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Nota: PP perlu menanda (✓) pada Abiliti-Abiliti berkaitan yang dinilai di ruangan skala yang disediakan

ITEM	ABILITIES	1	2	3	4	5	CATATAN
01	LOCATE AND PROCESS INFORMATION						
01.04	Analyze information						
01.05	Utilize the internet to locate and gather information						
01.06	Utilize word processor to process information						
02	EXCHANGE/COMMUNICATE INFORMATION						
02.06	Write memos and letters						
02.07	Utilize Local Area Network (LAN)/Internet to exchange information						
02.08	Prepare pictorial and graphic information						
03	WORK AND INTERACT WITH PEOPLE						
03.08	Develop and maintain a cooperation within work group						
04	PLAN AND ORGANIZE WORK ACTIVITIES						
04.01	Organize own work activities						
04.02	Set and revise own objectives and goals						
04.03	Organize and maintain own workplace						
04.04	Apply problem solving strategies						
04.05	Demonstrate initiative and flexibility						
06	WORK WITHIN AND WITH SYSTEMS						
06.05	Analyse technical systems						
06.06	Monitor and correct performance of systems						

Skala – Tahap Pencapaian

1	2	3	4	5
Sangat Lemah	Lemah	Sederhana	Baik	Sangat Baik
Langsung tidak mencapai kriteria (e.g. shows much anger)	Tidak mencapai kriteria yg ditetapkan (e.g. shows some anger)	Mencapai kriteria yang minima (e.g. remains fairly calm)	Mencapai kriteria dalam banyak keadaan (e.g. remains rather calm)	Mencapai kriteria dengan cemerlang (e.g. remains very calm)

Tarikh Penilaian :		Nama PP:		T/tangan PP:	
Ulasan PP (jika ada)					