

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

**CORE ABILITY – TAHAP 3**

<b>Nama Calon</b>		<b>No. K/Pengenalan</b>	
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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
<b>01</b>	<b>LOCATE AND PROCESS INFORMATION</b>						
01.07	Utilize database applications to locate and process information						
01.08	Utilize spreadsheets applications to locate and process information						
01.09	Utilize business graphic application to process information						
01.10	Apply a variety of mathematical techniques						
01.11	Apply thinking skills and creativity						
<b>02</b>	<b>EXCHANGE/COMMUNICATE INFORMATION</b>						
02.09	Prepare flowcharts						
02.10	Prepare reports and instructions						
02.11	Convey information and ideas to people						
<b>03</b>	<b>WORK AND INTERACT WITH PEOPLE</b>						
03.09	Manage and improve performance of individuals						
03.10	Provide consultation and counselling						
03.11	Monitor and evaluate performance of human resources						
03.12	Provide coaching/on-the job training						
03.13	Develop and maintain team harmony and resolve conflicts						
03.14	Facilitate and coordinate teams and ideas						
03.15	Liaise to achieve identified outcomes						
03.16	Identify and assess client/customer needs						
03.17	Identify staff training needs and facilitate access to training						
<b>04</b>	<b>PLAN AND ORGANIZE WORK ACTIVITIES</b>						
04.06	Allocate work						
04.07	Negotiate acceptance and support for objectives and strategies						
<b>05</b>	<b>MANAGE RESORCES</b>						
05.01	Implement project/work plans						
05.02	Inspect and monitor work done and/or in progress						
<b>06</b>	<b>WORK WITHIN AND WITH SYSTEM</b>						
06.07	Develop and maintain networks						

**Skala – Tahap Pencapaian**

1	2	3	4	5
<b>Sangat Lemah</b>	<b>Lemah</b>	<b>Sederhana</b>	<b>Baik</b>	<b>Sangat Baik</b>
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)	Mencapai kriteria dengan cemerlang (e.g. remains very calm)

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