

**SULIT**  
**CONFIDENTIAL**



**LAPORAN RUJUKAN**  
**REFEREE REPORT**

**Untuk Permohonan Jawatan di UiTM**  
**For Job Application in UiTM**

**Bukan penjawat awam bagi jawatan Gred 41 (Pengurusan & Profesional) dan ke atas**

**Seksyen A: Untuk dilengkapkan oleh pemohon**

*Section A: To be completed by applicant*

Nama Pemohon: \_\_\_\_\_ Gelaran: \_\_\_\_\_  
*Applicant's Name: \_\_\_\_\_ Title: \_\_\_\_\_*

No. Kad Pengenalan: \_\_\_\_\_  
*Identity Card No./Passport No.: \_\_\_\_\_*

Jawatan Dipohon: \_\_\_\_\_  
*Position Applied: \_\_\_\_\_*

**Seksyen B: Untuk dilengkapkan oleh perujuk**

*Section B: To be completed by referee*

Nama Perujuk: \_\_\_\_\_ Gelaran: \_\_\_\_\_  
*Referee's Name: \_\_\_\_\_ Title: \_\_\_\_\_*

Jawatan: \_\_\_\_\_  
*Position: \_\_\_\_\_*

Nama dan alamat Institusi atau Organisasi: \_\_\_\_\_  
*Name and address of Institution or Organisation: \_\_\_\_\_*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

No. Telefon: \_\_\_\_\_ Emel: \_\_\_\_\_  
*Contact No.: \_\_\_\_\_ Email: \_\_\_\_\_*  
*Institution or Organisation preferred*

Hubungan dengan pemohon: \_\_\_\_\_  
*Relationship with applicant: \_\_\_\_\_*

\*Nota kaki: Kategori perujuk – Majikan/Penyelia (pelajar)/Pensyarah

\*Footnote.: Referee's category – Employer/Supervisor (student)/Lecturer

1. Berapa lama anda mengenali pemohon?  
*How long have you known the applicant?* \_\_\_\_\_

2. Sejauh mana anda mengenali pemohon? Sila tandakan (✓)  
*How well do you know the applicant? Please tick (✓)*

Biasa  
*Casually*

Baik  
*Well*

Sangat Baik  
*Very Well*

3. Penarafan: Sila nilai pemohon seperti berikut  
*Rating: Please rate applicant as follows*

Panduan Penarafan Rating Guidelines									
1	2	3	4	5	6	7	8	9	10
Kurang Memuaskan <i>Less satisfactory</i>		Memuaskan <i>Satisfactory</i>		Baik <i>Good</i>		Sangat Baik <i>Very Good</i>		Cemerlang <i>Excellent</i>	

Bil. No.	Atribut Attribute	Penarafan Rating
1.	Kualiti Hasil Kerja <i>Quality of Work</i>	
2.	Kuantiti Hasil Kerja <i>Quantity of Work</i>	
3.	Ketepatan Masa <i>Punctuality</i>	
4.	Keberkesanan Hasil Kerja <i>Effectiveness of Work</i>	
5.	Ilmu Pengetahuan dan Kemahiran Dalam Bidang Kerja <i>Knowledge and Skills in the Field of Work</i>	
6.	Keberkesanan Komunikasi <i>Communication Effectiveness</i>	
7.	Ciri-ciri Pemimpin <i>Characteristics of a Leader</i>	
8.	Kebolehan Mengelola <i>Managing Ability</i>	
9.	Disiplin <i>Discipline</i>	
10.	Proaktif dan Inovatif <i>Proactive and Innovative</i>	

Tandatangan perujuk: \_\_\_\_\_ Tarikh: \_\_\_\_\_  
*Referee's signature: Date.:*

Cop rasmi perujuk:  
*Referee's official stamp:*

Sila materai dan kembalikan borang yang lengkap diisi ke alamat seperti berikut:  
*Please seal and return the completed form to the following address:*

**Bahagian Pentadbiran**  
 Universiti Teknologi MARA  
 Cawangan Pulau Pinang  
 Kampus Permatang Pauh  
 13500 Permatang Pauh  
 Pulau Pinang