

APPENDIX 2



**CENTRE OF TALENT & LEADERSHIP DEVELOPMENT
(CTLD)
UNIVERSITI TEKNOLOGI MALAYSIA
(pindaan 2022)**

PART A-YEARLY PERFORMANCE/FINAL REPORT ** (TO BE COMPLETED BY POST-DOCTORAL SCHOLAR)

Name of Postdoctoral Scholar :	Faculty :	
Place & Address of Postdoctoral Program:		
Length of Postdoctoral Program :	Start Date:	End date:
<div style="display: flex; justify-content: space-between;"> Staff Signature : Date: </div>		
Postdoctoral Supervisor:		
<div style="display: flex; justify-content: space-between;"> Supervisor Signature : Date: </div>		

Note: Final report should not be less than 30 pages

Title :

Research Outline:

(not less than 200 words)

Research Activities :

(problem statement, objectives, methodology, results, analysis, discussion & conclusion)

Other activities: *(Networking, Co branding, MOU, MOA, **please include the front page/ official letter**)*

Research Output:

*(Papers/ Research Book/ Book Chapters Published, Paper Presented, Intellectual Property, etc; **please include the front page of accepted papers/acceptance email from publisher**)*

PART B – YEARLY PERFORMANCE/FINAL EVALUATION****(TO BE COMPLETED SUPERVISOR)**

Please evaluate the postdoctoral scholar's performance (please tick) and use the comment section to provide details if applicable.

MEETS EXPECTATION						
Performance Factors	Very Poor (1-2)	Poor (3-4)	Fair (5-6)	Good (7-8)	Excellent (9-10)	COMMENTS/ SUGGESTIONS
Commitment Dedicated in pursuing research work. Ability to contribute, develop and/or carry out ideas or methods.						
Integrity Performs task with intellectual honesty.						
Interest/Discipline Adheres to rules and regulations.						
Work Quality and Efficiency Produces good work within specified time and meets the requirements, expectations/desired outcomes.						
Ability To Work Independently Does not depend on supervisor or others to perform tasks. Ability to be a self-starter and anticipated needs.						
Attendance Attend research activities/supervision as required						
Overall Perspective Able to view issues from broader perspective.						
Total Score on Postdoctoral Scholar's Performance						

Grading the Overall Performance

From the above assessment, I am recommending the overall performance of the Postdoctoral scholar as below.

Very Poor (1-2)	Poor (3-4)	Fair (5-6)	Good (7-8)	Excellent (9-10)

Comments/Recommendations

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Name of Supervisors :

Designation :

Signature :

Date :

PART C – FACULTY’S ENDOSEMENT

Agree/Disagree with supervisor’s assessment.

Comments

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Name :

Designation :

Signature :

Date :

- I. For the purpose of Postdoctoral scholar’s year end evaluation, please submit before/by 31st December of the current year of assessment.
- II. For the purpose of postdoc’s final evaluation at the end the postdoctoral program, please submit within one month the date of completion of the postdoctoral program.