

## APPENDIX 2



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

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

<b>Name of Postdoctoral Scholar:</b>		<b>Faculty:</b>	
<b>Place &amp; Address of Postdoctoral Program:</b>			
<b>Length of Postdoctoral Program:</b>	<b>Start Date:</b>	<b>End date:</b>	
<b>Staff Signature:</b>		<b>Date:</b>	
<b>Postdoctoral Supervisor:</b>			
<b>Supervisor Signature:</b>		<b>Date:</b>	

*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.**

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

**Grading the Overall Performance**

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

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

**Comments/Recommendations**

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**Name of Supervisors:** .....

**Designation:** .....

**Signature:** .....

**Date:** .....

**PART C – MENTOR ENDOSEMENT**

**Agree/Disagree with supervisor’s assessment.**

**Comments**

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**Name:** .....

**Designation:** .....

**Signature:** .....

**Date:** .....

**PART D – FACULTY’S ENDOSEMENT**

**Agree/Disagree with supervisor’s assessment.**

**Comments**

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**Name:** .....

**Designation:** .....

**Signature:** .....

**Date:** .....

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- I. For the purpose of Postdoctoral scholar’s year end evaluation, please submit before/by 31<sup>st</sup> 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.