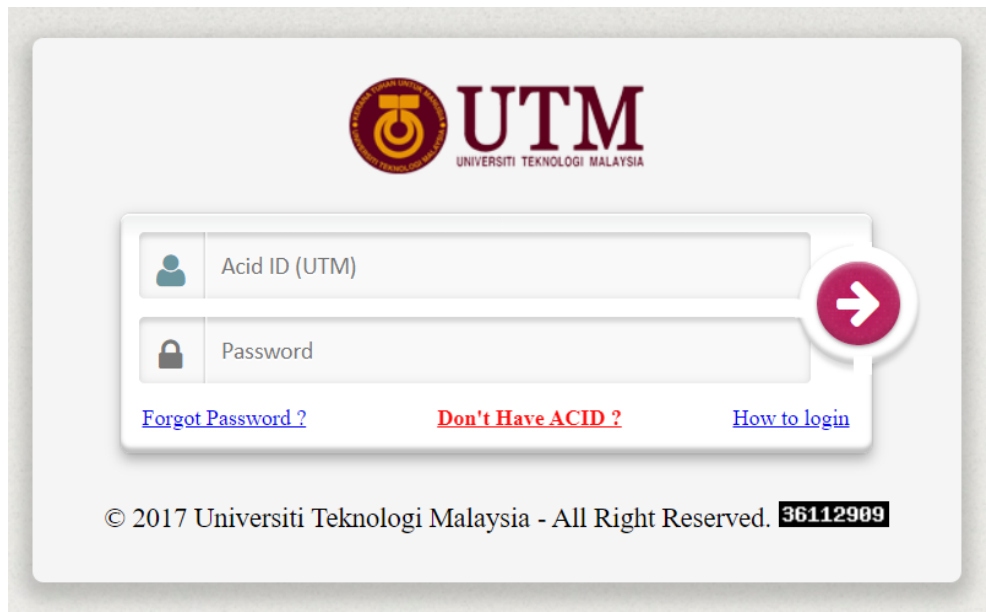


Manual

'Talent Leadership Profiling'

A. Memulakan Sistem

1. Login melalui **my.utm.my**.



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2. Klik link **Sumber Manusia**.



UTM UNIVERSITI TEKNOLOGI MALAYSIA

PORTAL STAF UTM

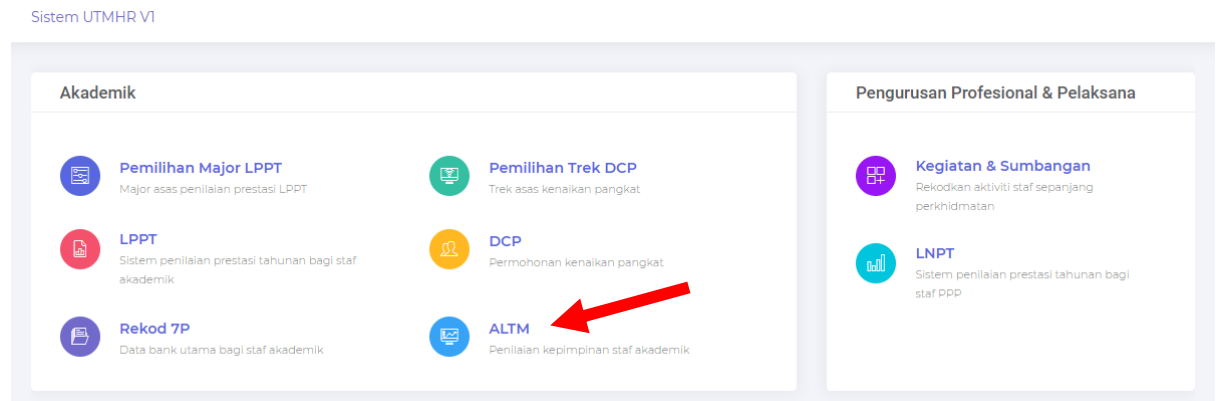
SISTEM UTM [English]

- Profil
- Sumber Manusia**
- Pergerakan Staf
- Beban Tugas (eLog)
- Permohonan Cuti
- Modul Cuti
- Kewangan
- Penyelidikan (RADIS)

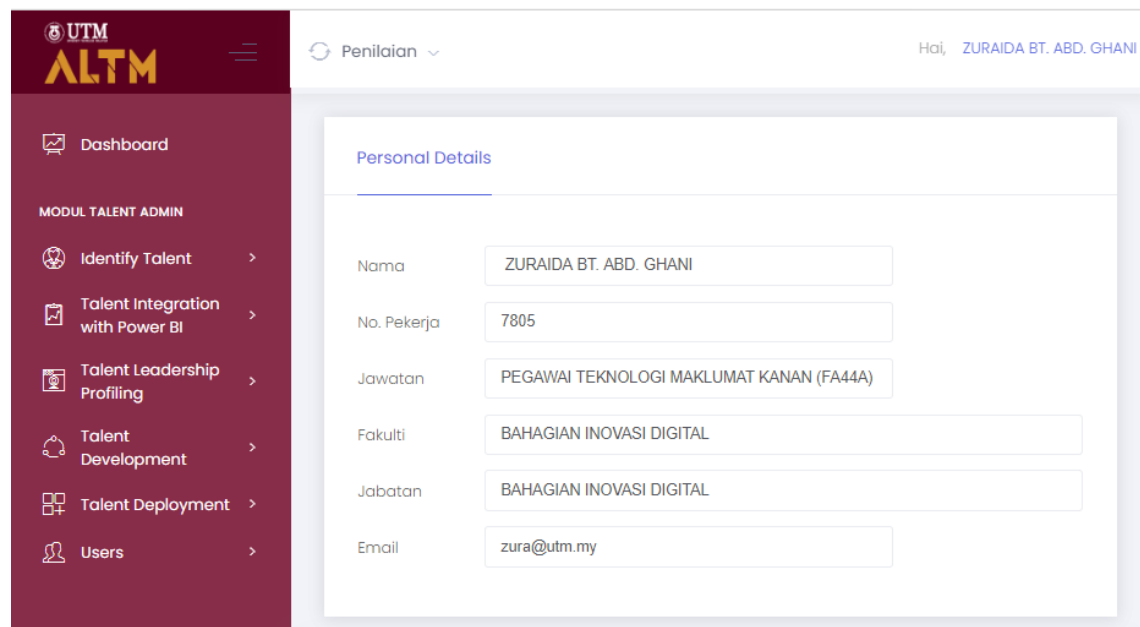
SEMPENA SAMBUTAN ULANG TAHUN HARI KEMERDEKAAN KE-43
POTONGAN HARGA ISTIMEWA
BUKU KARYAWAN TAMU UTM: PUAN SRI FATINI YA
SEPANJANG OGOS 2020

Buku	Kuili Kelas	Harga Istimewa	Harga Asal
ANUDDIN PEJUANG DEGI' MELAYU	Kuili Kelas	RM49.50	RM60.00
Alatrah (1957-2009)	Kuili Kelas	RM37.50	RM45.00
	Kuili Kelas	RM37.50	RM45.00

3. Klik link Sistem **ALTM**.



4. Dashboard Sistem ALTM akan dipaparkan seperti di bawah.



B. Leadership DNA

1. Klik **Leadership DNA** dan senarai staf yang telah memuatnaik Leadership DNA akan dipaparkan seperti di bawah.

Leadership DNA List

Show 10 entries Search:

Tambah baru

No	No. Pekerja	Nama	Jawatan Giliran	PTJ semasa	Tindakan
1	11833	Tracy E. Beach	PENGURUS PROJEK KHAS	FAKULTI KEJURUTERAAN PETROLEUM DAN KEJURUTERAAN TENAGA DIPERBAHARUI	View

Showing 1 to 1 of 1 entries Previous 1 Next

2. Taipkan nombor pekerja atau nama di ruangan **Search**, untuk mencari staf tertentu.
3. Jika ingin memuat naik fail bagi staf belum wujud di dalam senarai tersebut, klik butang **Tambah Baru**.

Form Add Leadership DNA

8276 search

Nama: FADHILAH BINTI YUSOF No Pekerja: 8276

Jawatan Giliran: TIMBALAN DEKAN PTJ Semasa: FAKULTI SAINS

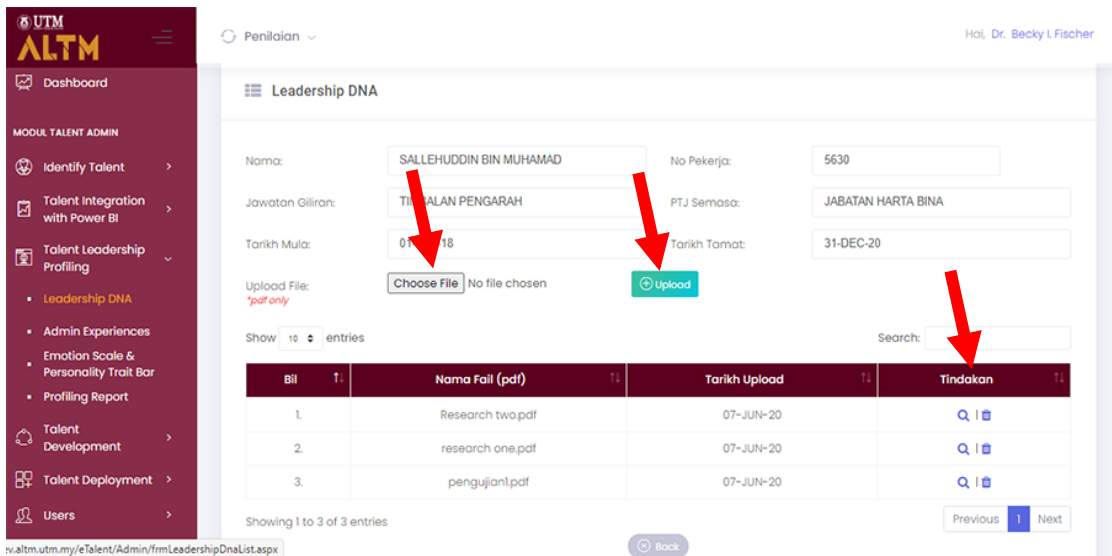
Tarikh Mula: 01-JUL-18 Tarikh Tamat: 30-JUN-21

Upload File: Choose File No file chosen Upload

*pdf only

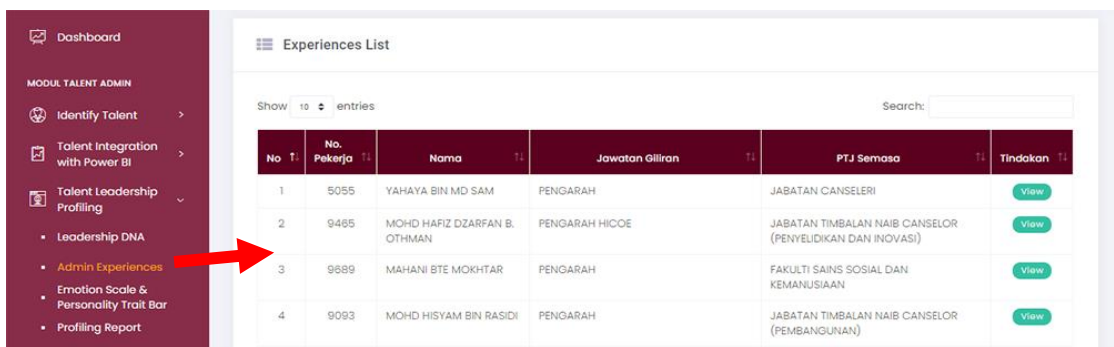
Back

4. Untuk memuat naik fail baru, klik butang **Choose File**, kemudian klik butang **Upload**.
5. Untuk melihat fail atau membuang fail, klik **icon** di column **Tindakan**.



C. Admin Experiences

1. Klik **Admin Experiences** dan senarai staf akan dipaparkan seperti di bawah.



2. Klik butang View untuk melihat **Management Experiences Detail** iaitu :
 - i. Senarai Jawatan Lantikan Universiti
 - ii. Senarai Lantikan Jawatan Fakulti
 - iii. Lantikan Task Force / Committee

Senarai Lantikan Jawatan Universiti :

No.	Tarikh Mula	Tarikh Tamat	Tempoh	Nama Jawatan
1	25-JUN-18	24-JUN-21	2 TAHUN 11 BULAN	PENGARAH HICOE
2	04-JAN-17	24-JUN-18	1 TAHUN 5 BULAN	TIMBALAN PENGARAH

Senarai Lantikan Jawatan Fakulti :

No.	Tarikh Mula	Tarikh Tamat	Tempoh	Nama Jawatan
-----	-------------	--------------	--------	--------------

Lantikan Task Force/Committee :

Show entries Search:

No. ↑↓	Tarikh Mula ↑↓	Tarikh Tamat ↑↓	Task Force / Committee	Role ↑↓
1	28-SEP-11	28-SEP-11	Majlis Sambutan Hari Raya FPREE 2011	
2	28-OCT-14	31-DEC-14	Perkongsian Pintar Inovasi Sains - Jalinan Kerjasama Antara SMK Buloh Kasap, Segamat dan FPREE, UTM 2014	AHLI
3	28-MAY-12	31-DEC-12	Jawatankuasa Penyediaan Program Sarjana Sains (Kej. Petrokimia)	

D. Emotion Scales & Personality Trait Bar

1. Klik **Emotion Scales & Personality Trait Bar** dan senarai staf akan dipaparkan seperti di bawah.

Emotions Scale & Personality Trait Bar List

Show entries Search: [Tambah baru](#)

No. ↑↓	No. Pekerja ↑↓	Nama ↑↓	Jawatan Gilliran ↑↓	PTJ Semasa ↑↓	Tindakan ↑↓
1	6211	YUSOF BIN BOON	PROFESOR MADYA (D554)	JABATAN TIMBALAN NAIB CANSOLOR (PEMBANGUNAN)	View
2	5189	MOHAMED RUSLAN BIN ABDULLAH	PROFESOR MADYA (D554)	FAKULTI KEJURUTERAAN	View
3	5055	YAHAYA BIN MD SAM	PROFESOR (VK07)	JABATAN CANSELERI	View
4	4228	MOHD ZAKI BIN KAMSAH	PROFESOR (VK07)	JABATAN TIMBALAN NAIB CANSOLOR (PEMBANGUNAN)	View

2. Taipkan nombor pekerja atau nama di ruangan **Search**, untuk mencari staf tertentu.
3. Jika ingin menjawab skala soal selidik *Emotion Scale* atau *Personality Trait* bagi staf belum wujud di dalam senarai tersebut, klik butang **Tambah Baru**. Skrin seperti di bawah akan dipaparkan.

Dashboard

MODUL TALENT ADMIN

- Identify Talent >
- Talent Integration with Power BI >
- Talent Leadership Profiling >
- Talent Development >
- Talent Deployment >
- Users >

Emotions Scale Items Big Five Personality Traits

8873 search

Nama: NORAH BINTI MD NOOR No Pekerja: 8873

Jawatan Giliran: TIMBALAN PENERUSI PTJ Semasa: SEKOLAH PENGAJIAN SISWAZAH

Tarikh Mula: 01-JUN-19 Tarikh Tamat: 31-MAY-22

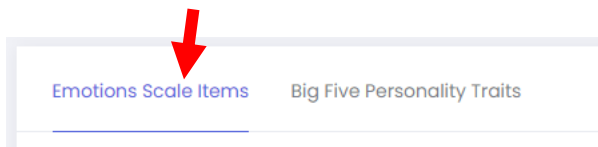
Directions:

Each of the following items asks you about your emotions or reactions associated with emotions. After deciding whether a statement is generally true for you, use the 5-point scale to respond to the statement.

Please circle the "1" if you strongly disagree that this is like you, the "2" if you somewhat disagree that this is like you, "3" if you neither agree nor disagree that this is like you, the "4" if you somewhat agree that this is like you, and the "5" if you strongly agree that this is like you.

There are no right or wrong answers. Please give the response that best describes you.
 1 = strongly disagree | 2= somewhat disagree | 3 = neither agree nor disagree | 4= somewhat agree | 5= strongly agree

- Pastikan memilih **tab** soal selidik yg betul sebelum menjawab soalan, sama ada *Emotions Scale* atau *Personality Traits* seperti skrin di bawah.



- Taipkan **nombor pekerja** staf yang dikehendaki dan klik butang **Search**.

8873 search

Nama: NORAH BINTI MD NOOR No Pekerja: 8873

Jawatan Giliran: TIMBALAN PENERUSI PTJ Semasa: SEKOLAH PENGAJIAN SISWAZAH

Tarikh Mula: 01-JUN-19 Tarikh Tamat: 31-MAY-22

- Pilih skala yang betul dan klik butang **Save** setelah selesai menjawab.

Directions:

Each of the following items asks you about your emotions or reactions associated with emotions. After deciding whether a statement is generally true for you, use the 5-point scale to respond to the statement.

Please circle the "1" if you strongly disagree that this is like you, the "2" if you somewhat disagree that this is like you, "3" if you neither agree nor disagree that this is like you, the "4" if you somewhat agree that this is like you, and the "5" if you strongly agree that this is like you.

There are no right or wrong answers. Please give the response that best describes you.
 1 = strongly disagree | 2= somewhat disagree | 3 = neither agree nor disagree | 4= somewhat agree | 5= strongly agree

	1	2	3	4	5
1. I know when to speak about my personal problems to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. When I am faced with obstacles, I remember times I faced similar obstacles and overcame them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I expect that I will do well on most things I try.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Other people find it easy to confide in me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. I find it hard to understand the non verbal messages of other people.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Some of the major events of my life have led me to re evaluate what is important and not important.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. When my mood changes, I see new possibilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Emotions are one of the things that make my life worth living.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. I am aware of my emotions as I experience them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. I expect good things to happen.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. I like to share my emotions with others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Jika ingin melihat skor yang telah dijawab oleh staf tertentu, klik butang **View**.

Dashboard

MODUL TALENT ADMIN

- Identify Talent
- Talent Integration with Power BI
- Talent Leadership Profiling
 - Leadership DNA
 - Admin Experiences
 - Emotion Scale & Personality Trait Bar
 - Profiling Report
- Talent Development

Emotions Scale & Personality Trait Bar List

Tambah baru

Show 10 entries Search:

No	No. Pekerja	Nama	Jawatan Gilliran	PTJ Semasa	Tindakan
1	6211	YUSOF BIN BOON	PROFESOR MADYA (DS54)	JABATAN TIMBALAN NAIB CANSOLOR (PEMBANGUNAN)	View
2	5189	MOHAMED RUSLAN BIN ABDULLAH	PROFESOR MADYA (DS54)	FAKULTI KEJURUTERAAN	View
3	5055	YAHAYA BIN MD SAM	PROFESOR (VK07)	JABATAN CANSELERI	View
4	4228	MOHD ZAKI BIN KAMSAH	PROFESOR (VK07)	JABATAN TIMBALAN NAIB CANSOLOR (PEMBANGUNAN)	View

8. **Skor** berdasarkan **faktor** akan dipaparkan seperti di bawah.

Emotions Scale & Factors Score :

No.	TARIKH	PERCEPTION OF EMOTION	MANAGING OWN EMOTIONS	MANAGING OTHER'S EMOTIONS	UTILIZATION OF EMOTION
1	13-JUL-20	0.84	0.87	0.83	0.97

Big Five Personality Traits & Factors Score :

No.	TARIKH	EXTRAVERSION	AGREEABLENESS	CONSCIENTIOUSNESS	NEUROTICISM	OPENNESS
1	13-JUL-20	0.70	0.93	0.67	0.48	0.72

Back

E. Profiling Report

1. Klik **Profiling Report** dan senarai staf akan dipaparkan seperti di bawah.

Dashboard

MODUL TALENT ADMIN

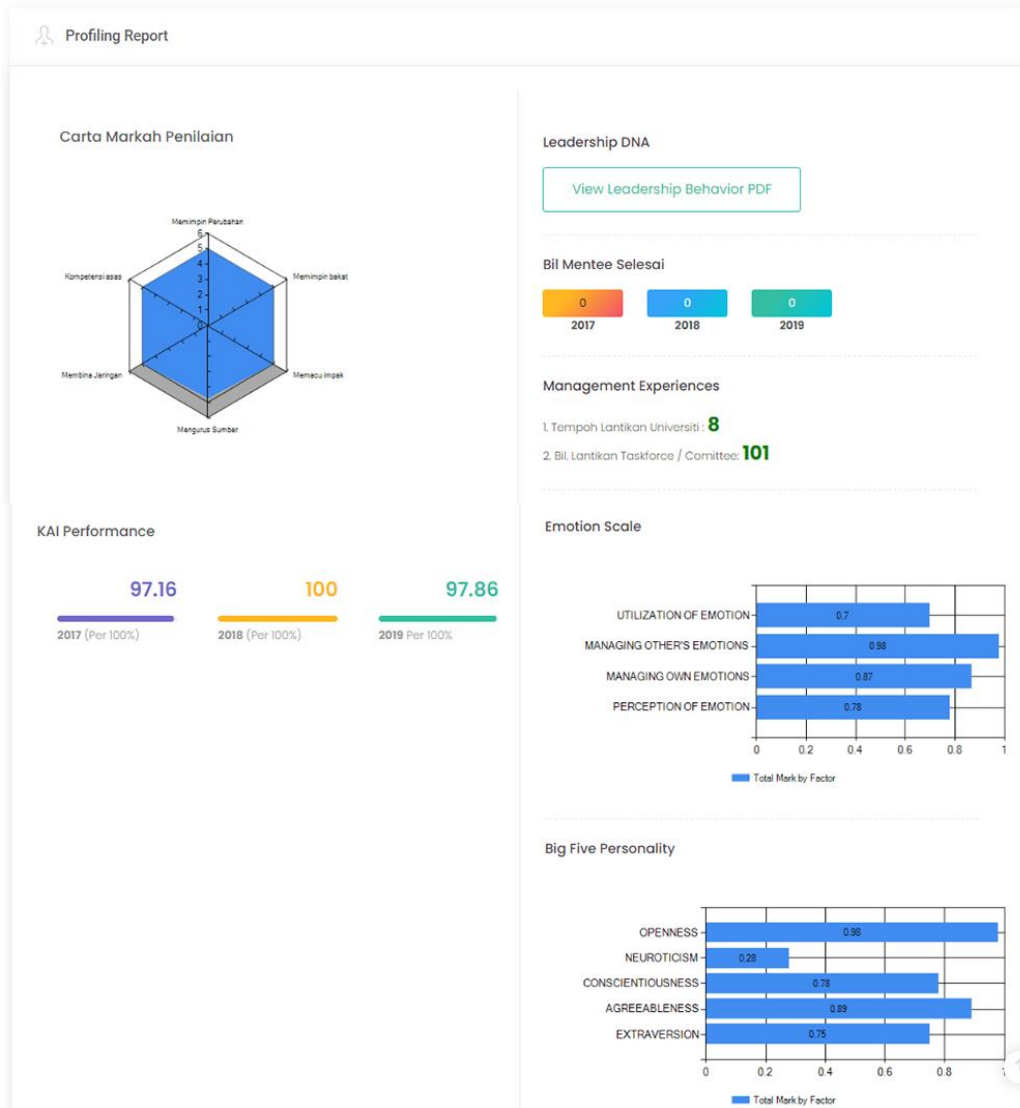
- Identify Talent
- Talent Integration with Power BI
- Talent Leadership Profiling
 - Leadership DNA
 - Admin Experiences
 - Emotion Scale & Personality Trait Bar
 - Profiling Report
- Talent Development

Profiling List

Show 10 entries Search:

No	No. Pekerja	Nama	Jawatan Gilliran	PTJ Semasa	Tindakan
1	5630	SALLEHUDDIN BIN MUHAMAD	TIMBALAN PENGAHARAH	JABATAN HARTA BINA	View
2	6092	ROSU BIN MD. ILIAS	KETUA RESEARCH GROUP	JABATAN TIMBALAN NAIB CANSOLOR (PENYELIDIKAN DAN INOVASI)	View
3	5666	MOHAMAD WUJAYANUDDIN BIN ALI	PENYELARAS PROGRAM	JABATAN TIMBALAN NAIB CANSOLOR (PEMBANGUNAN)	View
4	9093	MOHD HISYAM BIN RASIDI	PENGAHARAH	JABATAN TIMBALAN NAIB CANSOLOR (PEMBANGUNAN)	View
5	7592	SHARIFAH HAFIZAH BINTI SYED ARIFFIN	TIMBALAN PENGAHARAH	PUSAT KEPIMPINAN AKADEMIK UTM	View

2. Taipkan nombor pekerja atau nama di ruangan **Search** untuk mencari staf tertentu.
3. Klik butang **View** untuk melihat **Profiling Report** bagi staf tertentu seperti skrin di bawah.



F. Selesai modul Profiling Report.

../ Dokumentasi – Modul Talnt Profiling Report (Admin)
 created : 10th September 2020