



KOLRJ SYNERGY
NO.32/34 JALAN PRAI JAYA 4,
BANDAR PRAI JAYA
13600 PRAI, PULAU PINANG

**PENILAIAN PENGETAHUAN
(KNOWLEDGE ASSESSMENT)**

PROGRAM / PROGRAM	NCS-CORE ABILITIES (Z-009)
TAHAP / LEVEL	FOUR (4)
NO. KOD / CODE NO	Z-009-4
NO. DAN TAJUK MODUL / MODULE NO. AND TITLE	01 – PERSONNEL MANAGEMENT
KEBOLEHAN / ABILITIES	04.07: NEGOTIATE ACCEPTANCE AND SUPPORT FOR OBJECTIVES AND STRATEGIES 04.08: DEVELOP AND NEGOTIATE STAFFING PLANS 05.04: DELEGATE RESPONSIBILITIES AND/OR AUTHORITY
OBJEKTIF MODUL / MODULE OBJECTIVE	AT THE END OF THE MODULE, TRAINEES WILL BE ABLE TO: 1) DELEGATE RESPONSIBILITIES AND/OR AUTHORITY 2) DEVELOP AND NEGOTIATE STAFFING PLANS
NAME OF CANDIDATES	
DATE	
EXAM TIME	10.00AM – 11.30AM

INSTRUCTIONS BEFORE EVALUATION

1. This evaluation consists of two parts. **ANSWER ALL QUESTIONS.**
2. Answer in the space provided.
3. Use a ballpoint pen.
4. Time allowed is **1 hour 30 minutes.**

Section A : Subjective Question

SOALAN / QUESTION (S)

Section A:

There are five (5) questions. **Answer the entire question** in the answer sheet provided.

1. What is the main purpose of the Training Needs Analysis?

(4 Marks)

2. What is Monitoring System?

(3Marks)

3. What is the process of delegation?

(3 Marks)

4. Give the definition of Recruitment and Selection.

a) Recruitment

(5 Marks)

b) Selection

(5 Marks)

5. List down the four (4) points of rules (explicit) and culture (tacit).

Rules (Explicit) under conditions of:	Culture (Tacit) under conditions of:

(10 Marks)



KOLEJ SYNERGY

SKEMA PEMARKAHAN PENILAIAN PENGETAHUAN

CANDIDATE NAME / NAMA CALON	
I/C NO. / NO. K/P	
COURSE / KURSUS	NCS-CORE ABILITIES (Z-009)
MODULE / MODUL	01 – PERSONNEL MANAGEMENT
TASK / TUGAS	04.07: NEGOTIATE ACCEPTANCE AND SUPPORT FOR OBJECTIVES AND STRATEGIES 04.08: DEVELOP AND NEGOTIATE STAFFING PLANS 05.04: DELEGATE RESPONSIBILITIES AND/OR AUTHORITY
LEVEL / TAHAP	LEVEL 4

SECTION / QUESTION NO.	MARK OBTAINED
A	/ 30
TOTAL	/ 30 (100%) =

RESULTS	PASS / FAILED
SIGNATURE OF THE OFFICER EVALUATION	
NAME OF THE OFFICER EVALUATION	
DATE	