**FORMULIR H**

**FORMAT FORMULIR REKAM JEJAK**

Pasphoto

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**FORMULIR REKAM JEJAK**

1. **IDENTITAS DIRI**
2. Nama lengkap (dengan gelar) : ...............................................................................................
3. Tempat / Tanggal Lahir : ...............................................................................................
4. Jenis Kelamin : ...............................................................................................
5. Alamat : ...............................................................................................
6. Nomor Telephone / HP : ...............................................................................................
7. Alamat Surat Elektronik : ................................................................................................
8. Agama : ...............................................................................................
9. Status Pernikahan : ...............................................................................................
10. Nomor Induk Pegawai : ................................................................................................
11. Jabatan Saat Ini : ................................................................................................
12. Eselon & Gol. Ruang : ................................................................................................
13. Unit Kerja : ................................................................................................
14. **LINGKUNGAN KELUARGA**

Susunan keluarga (Pasangan dan Anak)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Nama** | **L/P** | **Tempat/Tgl. Lahir** | **Pendidikan** | **Pekerjaan** |
| Pasangan |  |  |  |  |  |
| Anak 1 |  |  |  |  |  |
| Anak 2 |  |  |  |  |  |
| Anak 3 |  |  |  |  |  |
| Anak 4 |  |  |  |  |  |
| Anak 5 |  |  |  |  |  |

1. **RIWAYAT PENDIDIKAN**
2. **Pendidikan Formal**

|  | **Nama Sekolah** | **Jurusan** | **Tempat** | **Thn s/d thn** | **Keterangan** |
| --- | --- | --- | --- | --- | --- |
| S3 |  |  |  |  |  |
| S2 |  |  |  |  |  |
| S-1/D-IV |  |  |  |  |  |
| D-I/D-II/D-III |  |  |  |  |  |
| SLTA |  |  |  |  |  |

1. **Pendidikan Informal (Kursus atau Training)**

| **No.** | **Jenis Kursus / Training** | **Tempat** | **Tahun** | **Keterangan** |
| --- | --- | --- | --- | --- |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

1. **RIWAYAT PEKERJAAN**
2. Uraikan dengan singkat pekerjaan anda selama ini (dimulai dari posisi terakhir) :

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Jabatan** | **Bln/Thn s/d Bln/Thn** | **Unit Kerja** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

1. Uraikan tugas untuk dua posisi terakhir bidang pekerjaan di atas

a) ........................................................................................................................................................

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b) ........................................................................................................................................................

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1. **DATA PEKERJAAN**
2. Berapa orang bawahan langsung anda di jabatan sekarang ? Di bagian apa dan sebagai apa mereka bekerja ?

|  |  |  |
| --- | --- | --- |
| **Nama** | **Bagian** | **Peran / Jabatan** |
|  |  |  |
|  |  |  |
|  |  |  |

1. Untuk memperoleh gambaran lebih jelas mengenai posisi jabatan anda di dalam struktur organisasi, tolong anda gambarkan di bawah struktur organisasi tempat anda bekerja dan dimana posisi jabatan anda

\* Posisi Anda

1. Apa saja tanggungjawab anda pada pekerjaan/jabatan anda sekarang ?

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1. Uraikan secara terperinci, apa saja yang anda lakukan selama ini dalam rangka menunaikan tiap-tiap tanggungjawab di atas !

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1. Ceritakan pengalaman keterlibatan Saudara dalam proyek Kerja/Kegiatan Tim selama kurun waktu 2 (dua) tahun terakhir dan jelaskan peran/tanggungjawab Saudara dalam Proyek Kerja/Kegiatan Tim tersebut !

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| --- | --- | --- | --- |
| **No** | **Proyek Kerja/Kegiatan Tim** | **Bln/Thn s/d Bln/Thn** | **Peran/Tanggungjawab** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

1. **KONDISI KERJA**
2. Bagaimana kondisi kerja anda (tempat, suasana, tugas) saat ini ?

Baik Cukup Baik Perlu Perbaikan

Ceritakan kondisi yang anda maksud, dan usulan perbaikan yang perlu dilakukan :

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1. Ada beberapa aspek / situasi / kondisi yang membuat anda dapat optimal dalam bekerja. Jelaskan aspek apa saja yang dapat mendukung optimalisasi anda dalam bekerja
2. **MINAT DAN HARAPAN**
3. Apakah yang anda sukai dari Pekerjaan anda sekarang ? (Kondisi, Tugas-tugas, dsb) Mengapa ?

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1. Apa yang paling anda tidak sukai dari pekerjaan/Jabatan anda sekarang ? (kondisi, tugas-tugas, dsb) Mengapa ?

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1. **KEKUATAN DAN KELEMAHAN**
2. Apakah yang menjadi kekuatan (*strong Point)* anda ?

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1. Apakah yang menjadi kelemahan (*weak Point)* anda ?

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............., ....................... 2025

Hormat Saya,

(**NAMA LENGKAP)**

(Pangkat)

NIP.