

FACULTY OF MANAGEMENT
UNIVERSITI TEKNOLOGI MALAYSIA

INDUSTRIAL TRAINING: INDUSTRIAL SUPERVISOR ASSESSMENT REPORT

Name of Student	
Metric Number	
Programme	SHAD / SHAF / SHAR / SHAY

PART I: Please complete this evaluation 4 weeks before the end of the intern's work period. You are encouraged to discuss the completed form with the trainee to aid in their professional development. Please use the scale below to evaluate the trainee's performance in the following areas:

1	2	3	4	5
Needs more training or education	Performing below expectations	Acceptable performance	Above average performance	Superior performance

1.	Work Discipline and Emotional Quotient	1	2	3	4	5
	a. Punctuality and sense of time					
	b. Acceptance of duty and responsibility					
	c. Attitude towards work and people					
	d. Quality of work					
2.	Analytical Skills	1	2	3	4	5
	a. Logical and analytical skills					
	b. Ability to express and defend ideas					
	c. Willingness to learn new skills					
3.	Leadership	1	2	3	4	5
	a. Ability to lead people					
	b. Initiatives and independence					
4.	Teamwork	1	2	3	4	5
	a. Ability to work in group					
	b. Dedicated towards work and team					
5.	Personality/ Professionalism	1	2	3	4	5
	a. Appearance and personality					
	b. Ethics and confidence					
	c. Communication with superior or manager					
	d. Communication with peers and staff					
6.	Communication Skills	1	2	3	4	5
	a. Oral : Bahasa Malaysia					
	b. Oral : English					
	c. Writing: Bahasa Malaysia					
	d. Writing : English					
7.	Overall Student's Performance	1	2	3	4	5
	Overall performance in general					

Total Mark :	/100
FINAL MARK: (Total mark X 0.5)	/50

PART II

This section gives you the opportunity to make recommendations that would help in the professional development of the trainee.

- a. What do you consider the main strengths of this trainee?

- b. What areas need improvement?

- c. Other comments, commendations or recommendations:

PART III

This section gives you an opportunity to indicate how this Industrial Training helped your organization.

- a. How has this trainee's work benefitted your organization?

- b. What could have been done to improve the effectiveness of the Industrial Training?

- c. Other comments, commendations or recommendations (these may include recommendations on the Industrial Training programme itself):

Name of Industrial Supervisor:

Designation

:

Company's name and address :

Signature: _____

Date: _____