

FACULTY OF MANAGEMENT
UNIVERSITI TEKNOLOGI MALAYSIA

INDUSTRIAL TRAINING: FACULTY SUPERVISOR ASSESSMENT REPORT

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

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 Performance	1	2	3	4	5
	a. Knowledge on assigned work					
	b. Application of academic knowledge					
	c. Reliability in completing tasks within given timeframe					

2.	Understanding of company	1	2	3	4	5
	a. Understanding on company organization structure					
	b. Understanding on roles and responsibility of each department or section.					
	c. Understanding on company's product or service					

3.	Personality/ Professionalism	1	2	3	4	5
	a. Effective communication with superior and staff					
	b. Critical view and opinion					
	c. Confidence					
	d. Innovative					
	e. Ethics and integrity					
	f. Professionalism					

Total Mark :	/60
FINAL MARK: (Total mark X 0.5)	/30

Name of Faculty Supervisor : _____

Other comment : _____

Signature: _____

Date: _____