

AZMAN HASHIM INTERNATIONAL BUSINESS SCHOOL  
UNIVERSITI TEKNOLOGI MALAYSIA

**INDUSTRIAL TRAINING: INDUSTRIAL SUPERVISOR ASSESSMENT REPORT**

Name of Student	
Matric Number	
Programme	SHAC – Bachelor of Accounting

**PART I:** Please complete this evaluation 4 week 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	<b>Professionalism</b>	1	2	3	4	5	Marks
	a. Punctuality and sense of time						
	b. Acceptance of duty and responsibility						
	c. Attitude towards work and people						
	d. Quality of work.						
	e. Appearance and personality						
	f. Ethics and confidence						
	g. Communication with superior or manager						
	h. Communication with peers and staff						
	Total Marks						
2	<b>Analytical Problem-Solving Skills</b>	1	2	3	4	5	Marks
	a. Logical and analytical skills						
	b. Ability to express and defend ideas						
	c. Willingness to learn new skills						
	d. Ability to solve problems						
	Total Marks						
3	<b>Leadership and Teamwork</b>	1	2	3	4	5	Marks
	a. Ability to lead people						
	b. Initiatives and independence						
	c. Ability to work in group						
	d. Dedicated towards work and team						
	Total Marks						
4	<b>Communication Skills</b>	1	2	3	4	5	Marks
	a. Oral : Bahasa Malaysia						
	b. Oral : English						
	c. Writing: Bahasa Malaysia						
	d. Writing : English						
	Total Marks						
5	<b>Technology/Digital Skills</b>	1	2	3	4	5	Marks
	a. Ability to use technology/digital skills.						
	Total Marks						

<b>Grand Total Marks :</b>	<b>/105</b>
<b>FINAL MARKS: (Grand Total Marks/105 X 80)</b>	<b>/80</b>

## **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?

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- b. What areas need improvement?

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- c. Other comments, commendations or recommendations:

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## **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?

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

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

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**Name of Industrial Supervisor:**

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**Designation :**

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**Company's name and address :**

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_