Assessment of Student Performance by Industrial Supervisor

Semester: ___________________________ Academic Year: ___________________________

Student Name: ___________________________ Student Matrix No.: ___________________________

Industrial Supervisor’s Name: ___________________________ Company: ___________________________

UNISEL Academic Supervisor’s Name: ___________________________ Practical Training Duration: ___________________________

SECTION A

The following sections are to be completed by the industrial supervisor. Please evaluate the student’s performance by circling the appropriate performance rating:

<table>
<thead>
<tr>
<th></th>
<th>1 – Unsatisfactory</th>
<th>2 – Weak</th>
<th>3 – Average</th>
<th>4 – Good</th>
<th>5 – Excellent</th>
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A. INTERPERSONAL SKILLS

1. Attitude
2. Accountability and responsibility to tasks
3. Appearance
4. Flexibility towards tasks assigned
5. Motivational level
6. Willingness to accept feedback
7. Quality of work & creativity

B. SOFT SKILLS

8. Social and human interrelations skills
9. Communication ability - Oral
10. Communication ability - Written
11. Time management skills
12. Problem solving skills
13. Computer and system application skills
14. Teamwork
C. KNOWLEDGE AND TECHNICAL SKILLS

15. Ability to identify and formulate the job problems  
   1  2  3  4  5

16. Efficiency in completing job/task  
   1  2  3  4  5

17. Learning capabilities in the job/task given  
   1  2  3  4  5

18. Knowledge application and creative thinking abilities  
   1  2  3  4  5

TOTAL SCORE:  / 90

19. Please comment on the strength that the student has displayed during his/her training in your company.

___________________________________________________________________________

Please provide appropriate bonus score based on student’s strength:

BONUS SCORE:  / 10

20. Areas for improvement:

___________________________________________________________________________

___________________________________________________________________________

TOTAL TRAINING SCORE:  / 100

SECTION B - Employment Opportunities

If the student is hired by your organization after her/his Industrial Training, please tick the following:

[ ] The student is hired as a full time staff  [ ] The student is hired as a contract staff
[ ] The student is hired as a part time staff  [ ] Not applicable

She/he is placed in _____________________ department

Her/his commencement date is ________________________________

Signed: ___________________  Position: ___________________  Date: _______________

Industrial Supervisor’s Signature and Company’s Seal/Stamp:

Please send (post/ fax/ email) to:
HJ MOHD AZRIN BIN ABD RAHIM
INDUSTRIAL TRAINING COORDINATOR
FACULTY OF BUSINESS, UNIVERSITI SELANGOR (UNISEL)
JALAN ZIRKON A 7/A, SEKSYEN 7, 40000 SHAH ALAM, SELANGOR DARUL EHSAN, MALAYSIA
Tel: 03-55223493  Fax: 03-55139145  Email: azrinrahim@unisel.edu.my