



INDUSTRIAL TRAINING EVALUATION FORM (EMPLOYER)
FACULTY OF BUSINESS & MANAGEMENT

Student's Name : _____

Student ID : _____ IC No: _____

PROGRAM (please tick)	Bachelor of Business Administration (Hons) Marketing– BM220/240	<input type="checkbox"/>
	Bachelor of Business Administration (Hons) Finance – BM222/242	<input type="checkbox"/>
	Bachelor of Business Administration (Hons) Human Resource BM223/243	<input type="checkbox"/>
	Bachelor of Business Administration (Hons) Operations Mgt – BM224/244	<input type="checkbox"/>
	Bachelor of Business Administration (Hons) International Bus BM226/246	<input type="checkbox"/>

ORGANISATION'S INFORMATION:

Name of Organisation : _____

Address : _____

Supervisor/Superior's Name : _____

Phone/Handphone Numbers : _____

Department : _____

Signature & Date : _____

Please return this form to:

**KPP BM220/240, BM222/242, BM223/243, BM224/244, BM226/246 (ePJJ, PLK)
Institute Of Continuing Education & Professional Studies (iCEPS)
ARAS 2, UITM-MTDC TECHNOPRENEUR CENTRE,**

**UNIVERSITI TEKNOLOGI MARA (UITM),
40450 SHAH ALAM, SELANGOR.
INDUSTRIAL TRAINING EVALUATION**

Instruction: Please complete student's evaluation by circling the appropriate scale below:

1 - Below Expectation 2 - Need Improvement 3 - Satisfactory 4 - Good 5 - Excellent

A. WORK PERFORMANCE

1. Ability to meet deadlines.	1	2	3	4	5
2. Demonstrates punctuality.	1	2	3	4	5
3. Applies knowledge & skills necessary to accomplish job.	1	2	3	4	5
4. Understands and applies standard procedures / general plans and goals of department.	1	2	3	4	5
5. Ability to set job priorities.	1	2	3	4	5
6. Ability to recommend creative, innovative, and practical solutions.	1	2	3	4	5
7. Ability to work with others to accomplish tasks.	1	2	3	4	5
8. Analyzes problems and develop effective solutions.	1	2	3	4	5
9. Manages time effectively to achieve maximum productivity.	1	2	3	4	5
10. Performs tasks with independence appropriate to assignment.	1	2	3	4	5
11. Evaluates own potential and weaknesses and plan for improvement.	1	2	3	4	5
12. Adapts well to changing job responsibility.	1	2	3	4	5
13. Appropriate mannerism used during social interaction.	1	2	3	4	5
14. Shows genuine interest towards job.	1	2	3	4	5

Instruction: Please complete student's evaluation by circling the appropriate scale below:

1- Below Expectation 2 - Need Improvement 3 - Satisfactory 4 - Good 5 - Excellent

B. PERSONALITY

1. Honest and trustworthy	1	2	3	4	5
2. Dress sense	1	2	3	4	5
3. Body odour	1	2	3	4	5
4. Open-mindedness	1	2	3	4	5
5. Dependable	1	2	3	4	5
6. Work Ethics	1	2	3	4	5

OVERALL COMMENTS:

SCORE : SECTION A

SCORE : SECTION B

TOTAL SCORE (A +B) =

Supervisor/Superior's
Signature & Stamp

(_____)

THANK YOU FOR YOUR COOPERATION.