

**COMPULSORY PRACTICAL TRAINING
INDUSTRIAL TRAINING PERFORMANCE EVALUATION**

TRAINEE'S NAME:		
EVALUATOR'S NAME:		
COMPANY/DEPARTMENT/ ORGANIZATION NAME:		
CODE COURSES:		
WEEK OF PRACTICAL TRAINING:		
TRAINING DURATION:	FROM:	UNTIL:

Rating of Trainee's Performance:

Please rate the trainee's performance in the following areas on a scale from 5 (Outstanding) to 1 (Unsatisfactory).

Tick (✓) in the suitable boxes

A	Critical thinking/problem solving	5	4	3	2	1
		Outstanding	Very Good	Satisfactory	Marginal	Unsatisfactory
1	Shows a sincere interest in understanding the organisation, their role, and their assigned tasks					
2	Demonstrates the ability to apply and synthesise existing knowledge in solving tasks given					
3	Demonstrates creativity in approaching tasks, solving problems, and overcoming obstacles					
4	Practices sound judgment based on an analysis of available data and information.					
5	Seeks out resources and/or asks for help when unsure about how to proceed on tasks					
	Comments:					

B	Communication Skills	5	4	3	2	1
		Outstanding	Very Good	Satisfactory	Marginal	Unsatisfactory
1	Clearly and efficiently conveys ideas orally to both internal and external audiences.					
2	Communicates ideas clearly in writing in a manner suited to the intended audience					
3	Manages their own emotions and works to understand and empathise with others					
4	Takes initiative and seeks opportunities to contribute to work discussions.					
5	Language proficiency is used within the organisation and in formal industry communications.					
	Comments:					

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C	Teamwork/Interpersonal Skills	5	4	3	2	1
		Outstanding	Very Good	Satisfactory	Marginal	Unsatisfactory
1	Actively seeks supervision and feedback, when necessary, and is receptive to constructive criticism and advice.					
2	Interacts effectively with colleagues, establishes rapport, and exhibits caring and respect.					
3	Builds constructive working relationships with peers, colleagues and individuals from a range of backgrounds					
4	Demonstrates inclusiveness, sensitivity, and respect for individuals' differences					
5	Contributes effectively to collaborative projects					
	Comments:					

D	Ethics & Professionalism	5	4	3	2	1
		Outstanding	Very Good	Satisfactory	Marginal	Unsatisfactory
1	Demonstrates respect for organisational staff, policies, and norms					
2	Maintains the agreed-upon schedule, is punctual, and communicates schedule changes appropriately.					
3	Organises and prioritises work, manages time, and sees tasks through from start to finish.					
4	Demonstrate initiative and ability to work independently.					
5	Always polite and behaved ethically and professionally, respectful of colleagues in words and actions					
6	Responsible for actions; consistently exhibits honesty and integrity in the workplace and complies with rules/regulations.					
	Comments:					

E	Personal Skills/Lifelong Learning	5	4	3	2	1
		Outstanding	Very Good	Satisfactory	Marginal	Unsatisfactory
1	Identifies own strengths and weaknesses					
2	Explores a topic/task in depth, producing a rich awareness, indicating intense interest in the tasks/projects.					
3	Organises information from various sources in conducting projects and reporting tasks					
4	Completes required work, generates and pursues opportunities to expand knowledge, skills, and abilities.					
5	Makes references to previous learning and innovatively applies those skills to demonstrate comprehension and performance in the workplace.					
	Comments:					

Overall comment for trainee's performance:

Suggestion for Trainee's improvement:

Employer/Supervisor's overall marks for the trainee's performance:

/ 100

If a position were available within your company/organisation, would you recommend this trainee for employment?

Yes

No

Comment:

Your Comment on Internship Program

We would very much appreciate your comment on our Compulsory Industrial Training Program:

Suggestions for improvement;

Employer/ Supervisor signature & stamp:

Date:

Please return this form by email to nfadhilahk@usm.my, and cc to mohdismail.isa@usm.my