

**COMPULSORY PRACTICAL TRAINING
INDUSTRIAL TRAINING PERFORMANCE EVALUATION**

TRAINEE'S NAME: _____

SUPERVISOR'S NAME: _____

SUPERVISOR'S POSITION: _____

COMPANY/DEPARTMENT/
ORGANIZATION NAME: _____

CORE COURSES: _____

WEEK OF PRACTICAL TRAINING: _____

TRAINING DURATION: From: _____ Until: _____

Rating of Trainee's Performance:

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

Tick (✓) in the appropriate boxes.

| A | Critical thinking/problem solving | 5 | 4 | 3 | 2 | 1 |
|-----------|--|-------------|-----------|--------------|----------|----------------|
| | | Outstanding | Very Good | Satisfactory | Marginal | Unsatisfactory |
| 1 | Displays genuine interest in comprehending the organisation, their role, and the tasks assigned to them. | | | | | |
| 2 | Demonstrates the ability to apply and synthesize existing knowledge in solving given tasks. | | | | | |
| 3 | Shows creativity in tackling tasks, solving problems, and overcoming challenges. | | | | | |
| 4 | Practises sound judgment based on an analysis of available data and information. | | | | | |
| 5 | Looks for resources or asks for help when unsure about how to carry out tasks. | | | | | |
| Comments: | | | | | | |

| B | Communication Skills | 5 | 4 | 3 | 2 | 1 |
|-----------|--|-------------|-----------|--------------|----------|----------------|
| | | Outstanding | Very Good | Satisfactory | Marginal | Unsatisfactory |
| 1 | Clearly and efficiently communicates ideas verbally to individuals both within and outside the organisation. | | | | | |
| 2 | Conveys ideas clearly in writing in a way appropriate for the intended audience. | | | | | |
| 3 | Manages their own emotions and strives to understand and empathise with others. | | | | | |
| 4 | Proactively participates and looks for chances to contribute in work discussions. | | | | | |
| 5 | Proficiency in the language used by the organisation and in formal communications within the industry. | | | | | |
| Comments: | | | | | | |

| C | Teamwork/Interpersonal Skills | 5 | 4 | 3 | 2 | 1 |
|-----------|--|-------------|-----------|--------------|----------|----------------|
| | | Outstanding | Very Good | Satisfactory | Marginal | Unsatisfactory |
| 1 | Actively seeks supervision and feedback when needed, open to constructive criticism and advice. | | | | | |
| 2 | Interacts effectively with colleagues, establishes a good rapport, and exhibits care and respect. | | | | | |
| 3 | Establishes positive working relationships with peers, colleagues, and individuals from diverse 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 | Shows respect for organisational staff, policies, and norms. | | | | | |
| 2 | Maintains the agreed schedule, is punctual, and communicates changes effectively. | | | | | |
| 3 | Plans and arranges work, manages time effectively, and completes tasks from beginning to end. | | | | | |
| 4 | Demonstrate initiative and ability to work independently. | | | | | |
| 5 | Always polite and well-behaved, demonstrating ethical and professional conduct, and showing respect to colleagues in both words and actions. | | | | | |
| 6 | Responsible for actions, consistently demonstrating honesty and integrity in the workplace and adhering to rules and regulations. | | | | | |
| Comments: | | | | | | |

| E | Personal Skills/Lifelong Learning | 5 | 4 | 3 | 2 | 1 |
|-----------|--|-------------|-----------|--------------|----------|----------------|
| | | Outstanding | Very Good | Satisfactory | Marginal | Unsatisfactory |
| 1 | Recognises own strengths and weaknesses | | | | | |
| 2 | Explores a topic or task thoroughly, fostering a deep understanding and showing keen interest in the projects or tasks. | | | | | |
| 3 | Organises information from different sources for project and report tasks. | | | | | |
| 4 | Completes required tasks, seeks and pursues opportunities to broaden knowledge, skills, and abilities. | | | | | |
| 5 | References previous learning and applies those skills innovatively to demonstrate understanding and performance at work. | | | | | |
| Comments: | | | | | | |

| F | Digital Skills | 5 | 4 | 3 | 2 | 1 |
|-----------|--|-------------|-----------|--------------|----------|----------------|
| | | Outstanding | Very Good | Satisfactory | Marginal | Unsatisfactory |
| 1 | Identifies and effectively utilises suitable digital technologies and programmes to complete work. | | | | | |
| 2 | Skilfully utilises relevant computer software (including but not limited to – computer-aided design, geographic information system, spreadsheet, database and presentation software) in the development of work products and the completion of work assignments. | | | | | |
| 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 greatly appreciate your comments on our Compulsory Industrial Training Programme;

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