Dear Sir/Madam
This survey by the School of Housing, Building and Planning (HBP), Universiti Sains Malaysia (USM), aims to capture the perception of your company/organization on the relevance of the graduates from HBP, USM, in the building industry. This survey will help the university nurture undergraduates with better knowledge, skills, and attitudes for future career development.
(Please fill in the blanks and tick (✔) the appropriate boxes)

Particulars of Company:

Name of responding company: _____

Field of Business: _____

Company's/Organization Location: _____ (Town/City) _____ (State)

Company's Ownership:
- ☐ Government
- ☐ Sole Proprietor
- ☐ Private limited
- ☐ Public listed
- ☐ Partnership
- ☐ Others:

Company's Size
- ☐ 50 or less employees
- ☐ 51-100 employees
- ☐ 101-250 employees
- ☐ 251-500 employees
- ☐ > 500 employees

Designation of respondent: _____

Particulars of Trainee:

Gender :
- ☐ Male
- ☐ Female

Ethnic :
- ☐ Malay
- ☐ Chinese
- ☐ Indian
- ☐ Non-Malay Bumiputera
- ☐ Others (Please specify):

Discipline of Study :
- ☐ Architecture
- ☐ Interior Design
- ☐ Planning
- ☐ Quantity Survey
- ☐ Building Survey
- ☐ Building Technology
- ☐ Construction Management

Section A: Trainee's Attitudes Assessment

Specify your level of agreement about the trainee's working attitudes.

		Very Good	Good	Fair	Poor	Very Poor	No Opportunity to Assess
1.	Compliance with company's rules and regulations / Discipline						
2.	Obedience to supervisor's instructions						
3.	Self-Motivation/Initiatives						
4.	Flexibility/Adaptibility						
5.	Independent at work/ Self-confidence						
6.	Dedication/Responsibility/Commitment						
7.	Attendance						

Section B: Soft Skills Assessment

Specify your level of agreement about trainee's soft-skills.

		Very Good	Good	Fair	Poor	Very Poor	No Opportunity to Assess
8.	Communication / Presentation skills						
9.	Leadership skill						
10.	Teamwork / Collaboration skills						
11.	Interpersonal skill/ Peer relation						

Section C: Technical Skills Assessment

Specify your level of agreement about trainee's technical skills.
(Please refer Appendix A & B for Programme Structure/Curriculum)

		Very Good	Good	Fair	Poor	Very Poor	No Opportunity to Assess
12.	Writing skills						
13.	Workload management						
14.	Application of knowledge						
15.	Creativity						
16.	Critical thinking						
17.	Problem-solving skills						
18.	Computational skills						

Section D: Working Output Assessment

Specify your level of agreement about trainee's working output.

		Very Good	Good	Fair	Poor	Very Poor	No Opportunity to Assess
19.	Complete tasks on time						
20.	Quality of work produced						
21.	Create value to the company						

Section E: Overall Satistifaction on Trainee's Performance

22. Evaluate the overall performance of the trainee.

☐ Excellent ☐ Very Good ☐ Good

☐ Satistified ☐ Unsatisfied

23. Does the student's training background meet your company's niche area?

☐ Yes ☐ No ☐ No Comment

24. If **NO**, what is lacking in the student's training background?

_____

_____

Section F: Perspective on the Relevance of HBP graduates to the Industry

This section refers to the perspective of your company on HBP graduates in general and DOES NOT ONLY refer to the trainee under supervision.

25. What are the FIVE (5) most important attributes that the company look for in employing graduates?

1. _____
2. _____
3. _____
4. _____
5.

26. How would you describe the quality of HBP graduates in reference to the attributes suggested above.

_____

_____

27. Would you employ HBP graduate in the future?

☐   Yes   ☐   No   ☐   No Comment

Name of Respondent: _____   **Position:** _____

Signature: _____   **Company Stamp:** _____

Thank you for taking the time to complete this survey. Your answers and comments will help us better nurture our students for the industry.