

 <b>UNIVERSITI MALAYA</b> KUALA LUMPUR	<b>AUEA 2190: INDUSTRIAL TRAINING PERFORMANCE APPRAISAL REPORT</b>
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**Instructions:** Students must complete Section A of this report prior to submission to the organisational supervisor. The supervisor must complete the Section B of this report. A signed hard copy with the institutional stamp should be provided directly to the student, and a soft copy emailed to Dr Muhammad Danial Azman ([danial@um.edu.my](mailto:danial@um.edu.my)) or faxed to +60379675483. Please retain the copy of the completed form for your records. Alternatively, you may send the hard copy of this appraisal report to the following address: *Coordinator of the Industrial Training Programme, Department of International and Strategic Studies, Faculty of Arts and Social Sciences, University of Malaya, 50603, Kuala Lumpur, Malaysia.*

Section A: Student Information	
Name	:
Degree Programme	: Bachelor of Arts (International and Strategic Studies)
Matriculation Number	:
NIRC Number/Passport Number	:
Name of the Organisation	:
Organisational Supervisor	:
Industrial Training Period	:

Section B: Evaluation by the Organisational Supervisor				
Guideline: Please circle the appropriate number for each part.				
1	2	3	4	5
<b>Very Poor</b>	<b>Satisfactory</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>

Part 1 – Student’s Rating						
A – DISCIPLINE						
i	Ability to observe rules and regulations	1	2	3	4	5
ii	Ability to fulfil the given task with integrity	1	2	3	4	5
iii	Punctuality throughout the attachment periods	1	2	3	4	5
B – COMMITMENT, COFIDENT AND ABILITY						
iv	Positive attitude and commitment in completing given tasks	1	2	3	4	5
v	Demonstrating self-confidence and ability in undertaking given tasks	1	2	3	4	5
C – COMMUNICATION AND SOCIAL INTERACTIONS						
vi	Ability to communicate and to generate constructive ideas	1	2	3	4	5
vii	Ability to give and to receive a clear direction with courtesy	1	2	3	4	5
viii	Willingness to ask questions and to seek guidance	1	2	3	4	5
ix	Readiness to face and to respond to challenging situations	1	2	3	4	5

Part 2 – Work Progress						
<b>A – KNOWLEDGE ON THE JOB SCOPE</b>						
x	Knowledge about the given task	1	2	3	4	5
xi	Fundamental knowledge and skill in fulfilling the given task	1	2	3	4	5
<b>B – ABILITY IN CONDUCTING THE GIVEN TASK</b>						
xii	Ability to gather and use knowledge in conducting the given task	1	2	3	4	5
<b>C – WORK OUTPUTS AND QUALITY</b>						
xiii	Final work outputs fulfilled expectations concerning quality	1	2	3	4	5
xiv	Commitment and dedication to work	1	2	3	4	5
<b>D – TIME MANAGEMENT</b>						
xv	Ability to fulfil the given task within deadlines	1	2	3	4	5
xvi	Ability to manage time efficiently within the constraints of deadlines when completing multiple tasks	1	2	3	4	5
<b>E – COOPERATION</b>						
vxii	Willingness to work together with other colleagues	1	2	3	4	5
vxiii	Willingness to provide assistance beyond the immediate scope of the job	1	2	3	4	5
<b>F – LEADERSHIP</b>						
xix	Leadership skills	1	2	3	4	5
<b>G – CONTRIBUTION</b>						
xx	Willingness to contribute valuable feedback to the organisation	1	2	3	4	5

Part 3 – Overall Feedbacks	
<b>A – Overall comments about the student</b>	
<b>B – Suitability of the industrial training scope and attachment with the degree programme</b>	
<b>C – Suitability of the organisation for the future needs of the university’s industrial training programme</b>	

**D – Carrier prospects**

\_\_\_\_\_  
**Supervisor Signature**

**Total Marks** = /20

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**Organisational Stamp**

**Date:** \_\_\_\_\_