



AUEA 2190: INDUSTRIAL TRAINING PERFORMANCE APPRAISAL REPORT

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) 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 |
| Very Poor | Satisfactory | Good | Very Good | Excellent |

| 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 | | | | | | |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| A – KNOWLEDGE ON THE JOB SCOPE | | | | | | |
| 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 – ABILITY IN CONDUCTING THE GIVEN TASK | | | | | | |
| xii | Ability to gather and use knowledge in conducting the given task | 1 | 2 | 3 | 4 | 5 |
| C – WORK OUTPUTS AND QUALITY | | | | | | |
| xiii | Final work outputs fulfilled expectations concerning quality | 1 | 2 | 3 | 4 | 5 |
| xiv | Commitment and dedication to work | 1 | 2 | 3 | 4 | 5 |
| D – TIME MANAGEMENT | | | | | | |
| 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 |
| E – COOPERATION | | | | | | |
| 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 |
| F – LEADERSHIP | | | | | | |
| xix | Leadership skills | 1 | 2 | 3 | 4 | 5 |
| G – CONTRIBUTION | | | | | | |
| xx | Willingness to contribute valuable feedback to the organisation | 1 | 2 | 3 | 4 | 5 |

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

D – Carrier prospects

Supervisor Signature

Total Marks = /20

Organisational Stamp

Date: _____