

**FORM G**



**PUSAT PEMBANGUNAN BAKAT DAN KEPIMPINAN  
UNIVERSITI TEKNOLOGI MALAYSIA**

**FORM G - ASSESSMENT OF TRAINEE'S INDUSTRIAL TRAINING PERFORMANCE FOR THE PURPOSE OF TRAINEE'S YEAR END/FINAL EVALUATION\*\* (TO BE COMPLETED BY SUPERVISOR)**

	<b>INDUSTRIAL TRAINING PERFORMANCE</b>
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Name of Staff:

Faculty:

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Place & Address of Industrial Training:

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Length of Industrial Training:

Start Date:

End date:

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Name of Supervisor:

Designation:

Professional Qualification/Equivalent:

Chop & Signature:

Date:

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(I) Documentation/Output

Please evaluate the Documentation/Output submitted by the candidate and fill in the table below.

Criteria for evaluation	Supervisor's Evaluation (Please Tick)			
	Unsatisfactory	Satisfactory	Good	Excellent
<b>a. Content</b> <ul style="list-style-type: none"><li>- All requested deliverables included</li><li>- Appropriate level of detail &amp; thoroughness</li></ul>				
<b>b. Analysis</b> <ul style="list-style-type: none"><li>- Completeness of analysis &amp; data interpretation</li></ul>				
<b>c. Organization</b> <ul style="list-style-type: none"><li>- Clearly identified purpose &amp; approach</li><li>- Content clearly organized</li></ul>				
<b>d. Presentation</b> <ul style="list-style-type: none"><li>- Easy to read</li><li>- Uniform writing style</li></ul>				
<b>e. Layout/Visual</b> <ul style="list-style-type: none"><li>- Quality of graphics</li><li>- Uniform document design &amp; layout</li></ul>				

(II) Staff Overall Performance

Please evaluate the performance of the candidate and fill in the table below.

Criteria for evaluation	Supervisor's Evaluation (Please Tick)			
	Unsatisfactory	Satisfactory	Good	Excellent
<b>a. Commitment</b> - Demonstrate interest & keen participation in the fields engaged - Prompt & timely response				
<b>b. Integrity</b> - Values demonstrated including: Honesty, confidentiality, fairness & sincerity				
<b>c. Discipline</b> - Able to maintain self-discipline - Able to demonstrate self-preservation and awareness				
<b>d. Work quality and efficiency</b> - Deliverables submitted on time - Able to deliver quality work				
<b>e. Versatility &amp; Ability to work independently</b> - Able to adopt & adapt in situational cases - Flexibility demonstrated clearly - Able to demonstrate self-reliance & self-motivation				
<b>f. Communication Skills</b> - Able to articulate thought process - Able to translate thoughts into oral & written form - Concise and clear communication ability				

<p><b>g. Leadership Traits</b></p> <ul style="list-style-type: none"> <li>- Able to appreciate the visionary aspects of the work place/organization</li> <li>- Able to demonstrate leadership &amp; perform motivational endeavors</li> </ul>				
<p><b>h. Entrepreneurial Skills</b></p> <ul style="list-style-type: none"> <li>- Able to participate &amp; contribute to work place business needs (if relevant)</li> <li>- Able to understand present work practices &amp; translate into more efficient &amp; effective activities</li> </ul>				
<p><b>i. Innovative</b></p> <ul style="list-style-type: none"> <li>- Able to formulate new ideas/approaches/opportunities towards improvement</li> <li>- Able to recommend/suggest new ideas &amp; approaches for continuous quality improvement</li> </ul>				
<p><b>j. Overall Perspective</b></p> <ul style="list-style-type: none"> <li>- Visible contribution and participation demonstrated</li> <li>- Experience gathered is clearly visible &amp; useful</li> </ul>				

This report is strictly **CONFIDENTIAL**. Please submit directly to the address below

**PUSAT PEMBANGUNAN BAKAT DAN KEPIMPINAN  
UNIVERSITI TEKNOLOGI MALAYSIA  
81310 UTM JOHOR BAHRU  
MALAYSIA**

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I. For the purpose of trainee's year end evaluation, please submit before/by 31<sup>st</sup> December of the current year of assessment.

II. For the purpose of trainee's final evaluation at the end of the industrial training program, please submit within one month from the date of completion of the industrial training program.

<b>(III)</b>	<b>FOR OFFICE USE ONLY</b>
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**PERAKUAN FAKULTI**

BERSETUJU / TAK BERSETUJU\* dengan gred penilaian di Bahagian (I) dan (II).

Ulasan : .....

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Tarikh: .....

Tandatangan Dekan/Pengerusi