

MULTIMEDIA



UNIVERSITY

Faculty of Management
Industrial Training Programme
Company Evaluation Form

Student Name: _____

Company Name : _____

Address : _____

Training Period

Start Date: _____ Completion Date: _____
Date/Month/Year Date/Month/Year

To the Supervisor/Manager:

Kindly complete the following sections and finalise student's total points (out of 40):

1. Student Assessment: 8 Appraisal Qualities.
2. General Comments on the Industrial Training Programme.

APPRAISAL QUALITIES GUIDELINE

1. Unacceptable : Completely failed to meet performance requirements
2. Below Average : Partially met minimum performance requirements
3. Average : Met minimum performance requirements
4. Good : Balanced and consistent high performance in achieving work targets
5. Excellent : Notable achievements beyond normal expectations

1. ASSESSMENT OF STUDENT	REMARKS
<p>TECHNICAL & LEARNING SKILLS (e.g. Ability to develop/acquire necessary skills to perform specified activities)</p> <p><input type="checkbox"/>₁ <input type="checkbox"/>₂ <input type="checkbox"/>₃ <input type="checkbox"/>₄ <input type="checkbox"/>₅</p>	
<p>PLANNING AND ORGANISING (e.g. Using time & resources effectively; setting priorities and planning for contingencies)</p> <p><input type="checkbox"/>₁ <input type="checkbox"/>₂ <input type="checkbox"/>₃ <input type="checkbox"/>₄ <input type="checkbox"/>₅</p>	
<p>PROFESSIONALISM (e.g. Possess maturity & confidence in working relationships; appearance & manners)</p> <p><input type="checkbox"/>₁ <input type="checkbox"/>₂ <input type="checkbox"/>₃ <input type="checkbox"/>₄ <input type="checkbox"/>₅</p>	
<p>COMMUNICATION SKILLS (e.g. Verbal and written communication; asking questions; effective presentation)</p> <p><input type="checkbox"/>₁ <input type="checkbox"/>₂ <input type="checkbox"/>₃ <input type="checkbox"/>₄ <input type="checkbox"/>₅</p>	
<p>MOTIVATION & COMMITMENT (e.g. Aiming for perfection; devoting time necessary to meet challenging goals)</p> <p><input type="checkbox"/>₁ <input type="checkbox"/>₂ <input type="checkbox"/>₃ <input type="checkbox"/>₄ <input type="checkbox"/>₅</p>	
<p>RESPONSIVENESS & FLEXIBILITY (e.g. Adapting well to changing circumstances and taking interest in new opportunities)</p> <p><input type="checkbox"/>₁ <input type="checkbox"/>₂ <input type="checkbox"/>₃ <input type="checkbox"/>₄ <input type="checkbox"/>₅</p>	
<p>ANALYSIS & JUDGEMENT (e.g. Identifying inter-relationships from a wide perspective & finding practical solutions to problems)</p> <p><input type="checkbox"/>₁ <input type="checkbox"/>₂ <input type="checkbox"/>₃ <input type="checkbox"/>₄ <input type="checkbox"/>₅</p>	

