



**KOLEJ POLY-TECH MARA KUANTAN**  
**KM 8, JALAN GAMBANG,**  
**25150 KUANTAN, PAHANG DARUL MAKMUR**

Tel : 09-536 6701 / 6513 / 6514

Fax : 09-536 6515

**PHONE CALL REPORT**

Supervisor's Name : \_\_\_\_\_

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

Organisation Name : \_\_\_\_\_

Organisation Address : \_\_\_\_\_

\_\_\_\_\_

**Please mark ( ✓ ) where appropriate:**

Talk to student	(   )	Name of Student :
Talk to supervisor	(   )	Name of Industrial Supervisor :
Talk to other staff at the organisation	(   )	Name of staff : Designation :
Organisation official stamp	(   )	

**Note:** Kindly email or fax this form to the Industrial Supervisor for verification before returning it to the Supervisor who made the phone call.

**Presentation/Demonstration/Conversation with student based on the task given.**

Please evaluate according to the given scale shown below: (Circle)

<b>1</b> <b>Poor</b>	<b>2</b> <b>Weak</b>	<b>3</b> <b>Satisfactory</b>	<b>4</b> <b>Good</b>	<b>5</b> <b>Excellent</b>
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**A Discipline**

**Scale**

1	Attendance	1	2	3	4	5
2	Punctuality	1	2	3	4	5
3	Performed work in specified time	1	2	3	4	5
4	Compliance to orders	1	2	3	4	5
5	Compliance to office rules	1	2	3	4	5
6	Willingness to accept responsibility	1	2	3	4	5
7	Quality of work	1	2	3	4	5
8	Self-Appearance	1	2	3	4	5

**B Abilities**

**Scale**

1	Initiative	1	2	3	4	5
2	Ability to work in team	1	2	3	4	5
3	Ability to work with minimal supervision	1	2	3	4	5
4	Independence	1	2	3	4	5
5	Ability to give ideas/opinions/suggestions	1	2	3	4	5
6	Ability to cope with pressure	1	2	3	4	5

**C Skills**

**Scale**

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Knowledge of related tasks	1	2	3	4	5
4	Ability to use related software/tools	1	2	3	4	5
5	Adaptability	1	2	3	4	5
6	Social relation	1	2	3	4	5

Total marks : \_\_\_\_\_ / 100

Supervisor Comments:

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\_\_\_\_\_  
(Name and Signature of Supervisor)

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

Please submit the completed form to the address below immediately after the phone call is made:

**Mohd Najid bin Che Mood  
Industrial Training Unit  
Kolej Poly-Tech MARA Kuantan  
Km 8, Jalan Gambang,  
25150 Kuantan, Pahang Darul Makmur**

**Tel : 09-536 6701 / 6513 / 6514  
Fax: 09-536 6515**

**Email : [ind\\_trainingAA101@gapps.kptm.edu.my](mailto:ind_trainingAA101@gapps.kptm.edu.my)**

**Note:** The criteria for the evaluation may vary according to the respective programme's need.