



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)

1 Poor	2 Weak	3 Satisfactory	4 Good	5 Excellent
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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:

(Name and Signature of Supervisor)

Date: _____

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

**Nurhidayatul Asyikin binti Ramlan
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_trainingAB101@gapps.kptm.edu.my

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