



ITU/F007/01

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

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

INDUSTRIAL SUPERVISOR REPORT

(To be completed by Industrial Supervisor)

Student's ID. No. : _____

Student's Name : _____

Name of organisation : _____

Address of organisation: _____

Job Description

For each of the criteria, rate the student according to the scale shown:

1	2	3	4	5
Poor (Fail to meet minimum requirement)	Below Average (Requires significant development to improve performance)	Average (Requires some development to fulfil expectations)	Good (Balanced and consistent performance)	Excellent (Notable achievement beyond normal expectations)

(A) Knowledge and skills in the field	Scale
i. Knowledge of subject area	1 2 3 4 5
ii. Ability in the relevant skills	1 2 3 4 5
iii. Ability in completing written reports	1 2 3 4 5
(B) Planning and organization of work	
i. Ability in planning and organizing assigned task	1 2 3 4 5
ii. Time management	1 2 3 4 5
iii. Problem solving skills	1 2 3 4 5
iv. Ability to apply theoretical knowledge to the practical tasks	1 2 3 4 5
(C) Leadership	
i. Ability to handle challenges	1 2 3 4 5
ii. Ability to adapt to different situation	1 2 3 4 5
iii. Commitment to task/work	1 2 3 4 5
iv. Ability to work effectively as an individual and as a member of a team	1 2 3 4 5
v. Proactive and innovative	1 2 3 4 5
(D) Communication	
i. Rapport-ability to develop good relationship with others	1 2 3 4 5
ii. Ability to communicate effectively	1 2 3 4 5
(E) Personality	
i. Pleasant character	1 2 3 4 5
ii. Cooperative	1 2 3 4 5

iii. Self-confident

1 2 3 4 5

(F) Discipline

i. Possess good self-discipline

1 2 3 4 5

ii. Compliance to rules

1 2 3 4 5

iii. Punctuality and attendance

1 2 3 4 5

Total marks: _____ / 100

_____ / 20%

Comments:

Suggestions:

(Name and Signature of Supervisor)

Organization's Stamp:

Note: i) Please submit this report to the college within one (1) week after completion of the training.
ii) The criteria for the evaluation may vary according to the respective programme's need.