



ITU/F007/01

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**INDUSTRIAL SUPERVISOR REPORT**  
(To be completed by Industrial Supervisor)

Student's ID. No. : \_\_\_\_\_

Student's Name : \_\_\_\_\_

Name of organisation : \_\_\_\_\_

Address of organisation: \_\_\_\_\_

Job Description

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

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

<b>(A) Knowledge and skills in the field</b>	<b>Scale</b>
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>(B) Planning and organization of work</b>	
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
<b>(C) Leadership</b>	
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
<b>(D) Communication</b>	
i. Rapport-ability to develop good relationship with others	1 2 3 4 5
ii. Ability to communicate effectively	1 2 3 4 5
<b>(E) Personality</b>	
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:

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Suggestions:

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(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.