



KOLEJ POLY-TECH MARA KUANTAN
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INDUSTRIAL SUPERVISOR REPORT FORM

(To be completed by Industrial Supervisor)

Student's Name : _____

I.D Number : _____

Name of Programme (code) : _____

Organization Name : _____

Organization Address : _____

Scope of work (job specification)

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

1	2	3	4	5
Need Improvement (Fail to meet minimum requirement)	Below Average (Requires significant development to improve performance)	Average (Requires some development to fulfill 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 organisation 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

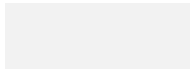
(C) Leadership

- 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. Posses 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

_____ / 40%

Comments :

Suggestions :

(Name and Signature of Supervisor)

Organisation's Stamp: