



KOLEJ POLY-TECH MARA BATU PAHAT
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INDUSTRIAL SUPERVISOR REPORT FORM

(To be completed by Industrial Supervisor)

Student Name : _____

Name of Programme (code) : _____

Organization Name : _____

Organization Address : _____

Academic Supervisor : _____

Scope of work (job specification)

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

1 Poor <i>(Fail to meet minimum requirement)</i>	2 Below Average <i>(Requires significant development to improve performance)</i>	3 Average <i>(Requires some development to fulfil expectations)</i>	4 Good <i>(Balanced and consistent performance)</i>	5 Excellent <i>(Notable achievement beyond normal expectations)</i>
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		Scale				
(A)	Knowledge and skills in the field					
	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 / Persuasive Skill					
	i. Ability to handle challenges	1	2	3	4	5
	ii. Ability to adapt to different situation	1	2	3	4	5
	iii. Ability to receive criticism	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
 _____ / 20%

Comments :

Suggestions:

(Name and Signature of Supervisor)