



INTERNATIONAL ISLAMIC COLLEGE  
الكلية الإسلامية العالمية  
KOLEJ ISLAM ANTARABANGSA

**SCHOOL OF FOUNDATION AND UNDERGRADUATE STUDIES**

**PRACTICAL TRAINING BUPT3681**

SEMESTER \_\_\_ (\_\_\_/\_\_\_)

**APPRAISAL REPORT- INDUSTRIAL SUPERVISOR**

*This report contributes 40% towards the total marks of the Innovation in Practice/Practical Training.*

NAME : \_\_\_\_\_  
MATRIC NO : \_\_\_\_\_  
COURSE : \_\_\_\_\_  
DATE START / DATE END : \_\_\_\_\_  
NAME OF COMPANY : \_\_\_\_\_  
NAME OF ACADEMIC SUPERVISOR : \_\_\_\_\_  
NAME OF INDUSTRIAL SUPERVISOR : \_\_\_\_\_  
COMPANY TEL/FAX NO. : \_\_\_\_\_  
COMPANY STAMP :

Supervisor is kindly requested to:

- Tick the marks indicated for each item in section A, B, C, and D.
- Write comments in section E, F and G.
- Fill in the total marks and percentage obtained for section A, B, C, and D.
- Please submit this evaluation form to ACADEMIC Supervisor (Lecturer) in a sealed envelope either by post or through student on the day of report submission.

No.1 Jalan 31/10A, Taman Batu Muda, 68100 Kuala Lumpur

Tel no. : 03-61876900

Fax no. : 03-61851872

**FOR INDUSTRIAL SUPERVISOR'S USE ONLY:****SECTION A**

NO	TRAINEE'S PERSONALITY	Poor	Average	Good	Very Good	Excellent
		1	2	3	4	5
1	Wears proper attire					
2	Has a pleasant personality					
3	Positive attitude & work dedication					
4	Ability to socialize with different level of staff					
5	Ability to communicate well with other staff					
6	Ability to co-operate with other staff					
7	High discipline & motivation					
8	Leadership and decision making capability					
9	Ability to be a self-starter and work independently					
10	Ability to reach workplace in time (punctuality)					

**SECTION B**

NO	JOB PERFORMANCE	Poor	Average	Good	Very Good	Excellent
		1	2	3	4	5
1	Willingness to work					
2	Knowledge of the task given					
3	Punctuality in completing the task given					
4	Quality of job performed					
5	Ability to work independently					
6	Ability to work in group					
7	Responsible in handling task					
8	Competitiveness in performing task					
9	High creativity & innovation					
10	Attention to accuracy and detail					

**SECTION C**

NO	SKILLS	Poor	Average	Good	Very Good	Excellent
		1	2	3	4	5
1	Able to synthesize information and communicate it effectively					
2	Analyze skills; able to determine information needs for self and patrons					
3	Able to select the best potential resources to meet information needs.					
4	Able to organize, classify and deliver information effectively.					
5	Able to create and communicate possible solutions to problems					
6	Able to establish priorities, maintain schedules and manage time effectively.					
7	Able to respond to 'real' accounting working environment					
8	Able to work under pressure					

**SECTION D**

NO	OVERALL	Poor	Average	Good	Very Good	Excellent
		1	2	3	4	5
1	The student learnt what he/she is supposed to learn during the internship.					
2	Overall, student made a significant contribution to the organization by performing work tasks effectively and efficiently.					

**E. CONSTRUCTIVE COMMENTS FOR STUDENT'S POTENTIAL IN FUTURE:**

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**F. OVERALL COMMENTS ON IMPROVEMENT OF INDUSTRIAL PLACEMENT IN FUTURE:**

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**G. WILLINGNESS ON PARTICIPATION IN INDUSTRIAL PLACEMENT IN FUTURE:**

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**FOR INDUSTRIAL SUPERVISOR'S USE ONLY:**

<b>SECTION</b>	<b>MARKS</b>
<b>A</b>	<b>/ 50</b>
<b>B</b>	<b>/ 50</b>
<b>C</b>	<b>/ 40</b>
<b>D</b>	<b>/ 10</b>
<b>TOTAL MARKS:</b>	<b>/ 150</b>
<b>40%</b>	

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Assessed by:  
(Signature and Stamp of Industrial Supervisor)

.....  
Date