



INTERNATIONAL ISLAMIC COLLEGE  
 الكلية الإسلامية العالمية  
 KOLEJ ISLAM ANTARABANGSA

**SCHOOL OF MANAGEMENT**  
**INDUSTRIAL TRAINING PROGRAMME**

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

**APPRAISAL REPORT- INDUSTRIAL SUPERVISOR**

*This report contributes 40% towards the total marks of the Industrial 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 and F.
- 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 on the day of your presentation.

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:**

<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>	

.....  
Assessed by:  
(Signature and Stamp of Industrial Supervisor)

.....  
Date

**Poor                      Fair                      Excellent**

**A. TRAINEE'S PERSONALITY**

1. Wears proper attire	1	2	3	4	5
2. Has a pleasant personality	1	2	3	4	5
3. Positive attitude & work dedication	1	2	3	4	5
4. Ability to socialize with different level of staff	1	2	3	4	5
5. Ability to communicate well with other staff	1	2	3	4	5
6. Ability to co-operate with other staff	1	2	3	4	5
7. High discipline & motivation	1	2	3	4	5
8. Leadership and decision making capability	1	2	3	4	5
9. Ability to be a self-starter and work independently	1	2	3	4	5
10. Ability to reach the workplace in time	1	2	3	4	5

**B. JOB PERFORMANCE**

1. Willingness to work	1	2	3	4	5
2. Knowledge of the task given	1	2	3	4	5
3. Punctuality in completing the task given	1	2	3	4	5
4. Quality of job performed	1	2	3	4	5
5. Ability to work independently	1	2	3	4	5
6. Ability to work in group	1	2	3	4	5
7. Responsible in handling task	1	2	3	4	5
8. Competitiveness in performing task	1	2	3	4	5
9. High creativity & innovation	1	2	3	4	5
10. Attention to accuracy and detail	1	2	3	4	5

Poor

Fair

Excellent

**C. GENERAL SKILLS/PERFORMANCE**

1. Able to synthesize information and communicate it effectively.	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
2. Analyze skills; able to determine information needs for self and patrons.	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
3. Able to select the best potential resources to meet information needs.	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
4. Able to organize, classify, and deliver information effectively.	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
5. Able to create and communicate possible solutions to problems.	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
6. Able to use computer component and software (Microsoft Office)	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
7. Able to operate office equipment (photocopier, scanner, facsimile machine, etc)	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
8. Able to establish priorities, maintain schedules and manage time effectively.	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>

Poor Fair Excellent

**D. OVERALL**

- 1. The student learned the things he/she intended to learn during the internship.  1  2  3  4  5
- 2. Overall, student made a significant contribution to the organization by performing work tasks effectively and efficiently.  1  2  3  4  5

**E. TRAINEE'S POTENTIAL IN FUTURE:**

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**F. OVERALL COMMENTS:**

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