

EVALUATION FORM FROM THE ORGANIZATIONAL SUPERVISOR

(This evaluation will be strictly confidential and for academic purposes only)

TO BE FILLED BY ORGANIZATIONAL SUPERVISOR/REPRESENTATIVE

Organization's Name : [Nama Organisasi]	Student Name: [Nama Pelajar]

INSTRUCTIONS:

Supervisors is kindly requested to :

1. Tick (/) according to your response as indicated for each item in Section A, B and C.
2. Write comments in Section D.
3. Fill up the detailed marks for each section in the table below.

ARAHAN:

Dengan segala hormatnya penyelia adalah diminta untuk:

1. Menandakan (/) pada markah anda bagi setiap item bagi Bahagian A, B and C.
2. Menulis ulasan bertulis bagi Bahagian D.
3. Mengisi perincian markah bagi setiap bahagian dalam jadual berikut.

DETAILED MARKS: [Perincian Markah]

SECTION [BAHAGIAN]	OBTAINED MARKS [MARKAH YG DEPEROLEHI]	ALLOCATED MARKS [MARKAH PENUH]
A		20
B		15
C		15
TOTAL [JUMLAH]		50

INSTRUCTION: Please submit through the students in a sealed envelope.

SECTION A : JOB PERFORMANCE [BAHAGIAN A : PERLAKSANAAN TUGASAN]

Unsatisfactory
[Tidak Memuaskan]

Excellent
[Cemerlang]



Items [Item]	Marks [Markah]				
	1	2	3	4	5
Willingness to learn new skills [Kesediaan untuk mempelajari kemahiran baru]					
Acceptance of duty and responsibility [Tahap penerimaan tugas serta tanggungjawab]					
Punctuality and sense of time [Ketepatan masa serta penyeliaan masa dalam melaksana sesuatu tugas]					
Ability to express and defend ideas [Keupayaan mengeluarkan dan mempertahankan idea]					
TOTAL [JUMLAH]	/ 20				

SECTION B : JOB PRODUCTION [BAHAGIAN B : HASIL TUGASAN]

Unsatisfactory
[Tidak Memuaskan]

Excellent
[Cemerlang]



Items [Item]	Marks [Markah]				
	1	2	3	4	5
Quality of job performed [Mutu tugas yang dilakukan]					
Logical and analytical skills in performing the job [Kemahiran logikal dan analitikal dalam menjalankan tugas]					
Initiativeness and independence in performing the job [Mengambil inisiatif sendiri serta berdikari dalam melaksanakan tugas]					
TOTAL [JUMLAH]	/ 15				

SECTION C : PROFESIONALISM AND PERSONALITY

[BAHAGIAN C : SIKAP PROFESIONAL DAN PERSONALITI]

Unsatisfactory
[Tidak Memuaskan]

Excellent
[Cemerlang]



Items [Item]	Marks [Markah]				
	1	2	3	4	5
Appearance , ethics and confidence [Penampilan, etika kerja dan keyakinan diri]					
Socialization skills and communication skills [Kemahiran bersosial dan kemahiran komunikasi]					
Dedication towards work and team [Berdedikasi terhadap tugas dan kumpulan]					
TOTAL [JUMLAH]	/ 15				

SECTION D : OVERALL COMMENTS [BAHAGIAN E : ULASAN KESELURUHAN]

Your comments may include the strengths and weaknesses of trainee. You may also include other comments you think appropriate and may help to improve the quality of this program.

[Ulasan anda tentang kelebihan dan kelemahan siswa. Anda juga boleh menyatakan ulasan lain yang difikirkan bersesuaian untuk memperbaiki mutu program yang dilaksanakan]

Supervisor's Name [Nama Penyelia]: _____

Signature and stamp [Tandatangan dan cop]:

Date [Tarikh]: _____

