

COMPANY SUPERVISOR EVALUATION FORM (CONFIDENTIAL)

Section A: Student Details and Company Profile (to be filled up

Student ID

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Student Name

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Course

Diploma in

MMU Faculty Supervisor's

Company Name & Address

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Training Period:

Start Date

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Completion Date

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Telephone

Fax

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Note: The following sections are required to be filled up by company's supervisor

Please be informed that this evaluation form is strictly CONFIDENTIAL

Section B: Comment on the project execution and the outcome of the placement.

Section C: Record behavioural evidence for the nine appraisal qualities.

Section D: General comments including areas for improvement.

Section B: Overall Project Execution and Outcome of

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Section C: Behavioural Evidence

Instruction: Please tick (✓) in the appropriate box and fill up the remarks column.

Appraisal Rating Measurements:-

5	Outstanding	Exceptional performance
4	Excellent	Notable achievements beyond normal expectations
3	Meet Expectations	Balanced and consistent performance
2	Incompetent	Requires some development to fulfil all capabilities
1	Disappointing	Requires significant development to improve performance

Student's Assessment	
(a1) PLANNING & ORGANISING (e.g. Using time & resources effectively, setting priorities and planning for contingencies)	
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
(a2) COMMUNICATION SKILLS (e.g. Demonstrates effective verbal and written communication, asking questions, presenting a point of view)	
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
(a3) UNDERSTANDING OF TASKS/PROJECTS (e.g. Able to define clearly the objectives and activities of given tasks/projects)	
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
(a4) TECHNICAL SKILLS (e.g. Have adequate technical ability to apply in given tasks/projects)	
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
(a5) LEARNING SKILLS (e.g. Able to learn technical and non-technical requirements of given tasks/projects)	
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
(a6) ANALYSIS & PROBLEM SOLVING (e.g. Identifying inter-relationships from a wider perspective & finding practical solutions to problems)	
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
(a7) MOTIVATION, RESPONSIVENESS & FLEXIBILITY (e.g. Adapting well to changing circumstances and taking interest in new opportunities)	
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Marks: <input type="text"/> /35	
Ethics and Professional Conduct	
(a8) ATTENDANCE & PUNCTUALITY (e.g. No absenteeism, adhere to company working hours)	
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
(a9) DISCIPLINE & ETHICAL BEHAVIOUR (e.g. Adhere to company rules & regulations, professional & ethical in work done)	

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<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
(a10) INTEGRITY <i>(e.g. Perform the given task with acceptable trust, honesty, sincerity and transparency)</i>
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Marks: <input type="text"/> <input type="text"/> /15
Note: For student to pass, total of a1–a7 must be 17.5 or more, and total of a8–a10 must be 7.5 or more.

Section D: General comments including areas for

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Company Supervisor's Name Designation Department Telephone (direct line if Email (if available)	Date <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table> Company Supervisor's <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> Company Official Stamp										

Thank you and we appreciate your cooperation. We hope that this good relation will continue in the future. If you are interested to know about our diploma programmes, please visit our website (<https://fci.mmu.edu.my/v5/>).

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