COMPANY SUPERVISOR'S EVALUATION ON STUDENT TRAINEE

CONFIDENTIAL

Instructions:
(a) Please evaluate the student trainee using the rating scale provided.
(b) For each criteria, use the pull-down menu to select a rating. Score is automatically calculated (grey shade).
(c) This evaluation is confidential and should NOT be disclosed to the student trainee.
(d) Once completed, save in PDF format and email to TAR UC Supervisor.

Name of Company :
Name of Company Supervisor :
Name of Student Trainee :

Criteria	Rating					Score
	Very Poor (0)	**Poor (1 - 2)**	**Average (3)**	**Good (4 - 5)**	**Excellent (6)**	
1. Technical Knowledge (CLO1)	Has no technical knowledge	Has little technical knowledge	Has sufficient technical knowledge	Has good technical knowledge	Has excellent technical knowledge	
2. Dependability (CLO3)	Not able to complete any job	Needs close supervision and always unreliable in completing job	Needs a lot of supervision and sometimes unreliable in completing job	Needs some supervision and reliable in completing job	No need supervision and always reliable in completing job	
3. Initiative (CLO4)	Not willing to learn	Ocassionally willing and proactive in learning and working	Acceptable willing and proactive in learning and working	Usually willing and proactive in learning and working	Always willing and proactive in learning and working	
4. Commitment (CLO4)	Not committed in work	Not committed in work assigned	Acceptable commitment in work assigned	Committed in work assigned	Very committed in work assigned	
5. Quality of Work (CLO6)	Very poor quality of work	Performance does not meet the minimum requirement	Performance generally meets the minimum requirement	Performance consistently exceeds the minimum requirement	Performance far exceeds the minimum requirement	
6. Working Relationship with Staff (CLO3)	A very poor team member	Rarely tactful, poor teamwork and not cooperative	Occasionally tactful, fair teamwork and cooperative	Usually tactful, good teamwork and cooperative	Always tactful, excellent teamwork and cooperative	
7. Discipline (CLO6)	Did not follow company rules	Rarely follow company rules and procedures	Sometimes do not follow company rules and procedures	Usually follow company rules and procedures	Always follow company rules and procedures	
8. System Development Skills/Technical Skills (CLO2)	No programming/technical skills	Has little programming/technical skills	Able to develop programs but with errors/Able to apply technical skills but with errors	Able to develop good programs and with few errors/Able to apply technical skills with few errors	Excellent and impressive programming skills/Excellent and impressive technical skills	
9. Punctuality (CLO4)	Always late for work	Frequently late for work or meeting	Occasionally late for work or meeting	Usually come on time for work or meeting	Always come on time for work or meeting	
10. Attendance (CLO4)	Absent from work for more than 6 days	Poor attendance at work or meeting	Fair attendance at work or meeting	Good attendance at work or meeting	Excellent attendance at work or meeting	
					Total Score :	**0**

11. Student's Attendance
Number of days absent with permission :
Number of days absent without permission :

12. If you were to give an overall grade for this student trainee, what grade would you give?

Rating	Excellent	Good	Average	Poor
Grade	A	B+ or B	C	F

13. Other comments about this student trainee?

14. Please include a few words about the type of training the student trainee underwent. For e.g. nature of work, department attached to, duration of attachment, etc.

Signature   :

Name   :
Designation   :
Date   : (dd/mm/yyyy)

Affix company stamp

Thank you for taking your time to complete this evaluation form. The University College (UC) wishes to record its earnest appreciation to your organisation for participating in this training programme. We hope that your organisation will continue such collaboration in our next training programme. We would like to thank you in advance.