



FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY (FICT)

APPRAISAL FORM FOR INDUSTRIAL TRAINING

All interns are required to ensure their immediate on-site supervisor evaluates their performance based on the evaluation document provided. If there is more than one on-site supervisor, please ensure that ALL the on-site supervisors evaluate their work performance. The maximum scores of 100 marks will then be averaged out. The scores obtained in this assessment will then be scaled down to 40% of the overall industrial training assessment mark.

Name of Intern:	
Programme:	
Name of Company :	:
Department:	Evaluation Period:
Lecturer in-charge:	

Please assess the performance of our student trainee with your company.

**A. General skills/
knowledge**

	Very Poor	Poor	Fair	Good	Very Good
Critical thinking skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem-solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of business workflow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Attitude

	Very Poor	Poor	Fair	Good	Very Good
Timeliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourcefulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Aptitude

	Very Poor	Poor	Fair	Good	Very Good
Demonstration of technical skills (eg. the use of tools/ programming/design/support)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independent learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Contribution to the company

	Very Poor	Poor	Fair	Good	Very Good
Completion of assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contribution/work performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. General comments _____

Supervisor's name:	:	
Designation	:	
Tel / Hp. no.	:	
Signature	:	
Date	:	
Official stamp of the organization	:	

Thank you for your kind cooperation and valuable feedback.

NB: Kindly hand this form to the intern in a sealed envelope, **latest by 20th December 2010.**
The intern will attach the sealed envelope ***by the company supervisor together*** with the final report.