




---

**FACULTY OF ELECTRICAL ENGINEERING  
UNIVERSITI TEKNOLOGI MARA**

---

### TRAINING SUPERVISOR'S EVALUATION FORM

#### Student Information

Name : .....	Student ID : .....
Program Code : .....	Part : .....
Date of Commencement : .....	Date of Completion : .....

#### Training Supervisor Information

Name: .....	Designation : .....
Organization : .....	

#### Marks

Total Marks (40%)	
-------------------	--

Tick (/) at appropriate scale.

**A. COMMUNICATION SKILL - C01, A2 (PO9)**

Item	Marks					Marks Obtained
	1 – Very Poor	2 - Poor	3 - Satisfactory	4 - Good	5 - Excellent	
Expression of ideas	<input type="checkbox"/> Unable to give any ideas	<input type="checkbox"/> Able to give minimal ideas	<input type="checkbox"/> Able to express ideas satisfactorily	<input type="checkbox"/> Able to give acceptable ideas clearly	<input type="checkbox"/> Able to give good ideas clearly	<b>/5</b>
Able to communicate orally	<input type="checkbox"/> Unable to communicate with customers and fellow workers	<input type="checkbox"/> Poor communication with customers and fellow workers	<input type="checkbox"/> Able to communicate satisfactorily with customers and fellow workers	<input type="checkbox"/> Able to communicate with customers and fellow workers	<input type="checkbox"/> Able to communicate effectively with customers and fellow workers	<b>/5</b>
Ability to convey related information and ideas to others in writing	<input type="checkbox"/> Unable to give any information and ideas	<input type="checkbox"/> Able to give minimal information and ideas	<input type="checkbox"/> Able to express information and ideas satisfactorily	<input type="checkbox"/> Able to give acceptable information and ideas clearly	<input type="checkbox"/> Able to give good information and ideas clearly	<b>/5</b>

**B. PROFESSIONALISM EVALUATION - C02, A2 (PO8)**

Item	Marks					Marks Obtained
	1 – Very Poor	2 - Poor	3 - Satisfactory	4 - Good	5 - Excellent	
Punctuality and attitude	<input type="checkbox"/> Poor punctuality	<input type="checkbox"/> Moderate punctuality	<input type="checkbox"/> Punctual with satisfactory	<input type="checkbox"/> Always punctual	<input type="checkbox"/> Very punctual	<b>/5</b>
Attitude	<input type="checkbox"/> Unable to adhere to rules and regulations	<input type="checkbox"/> Minimal adherence to rules and regulations	<input type="checkbox"/> Satisfactorily adherence to rules and regulations	<input type="checkbox"/> Good adherence to rules and regulations	<input type="checkbox"/> Outstanding adherence to rules and regulations	<b>/5</b>
Safety	<input type="checkbox"/> Unable to adhere to safety requirements	<input type="checkbox"/> Minimal adherence to safety requirements	<input type="checkbox"/> Adhere to safety requirements satisfactorily	<input type="checkbox"/> Adhere to safety requirements most of the time	<input type="checkbox"/> Always adhere to safety requirements	<b>/5</b>
Ability to maintain confidentiality	<input type="checkbox"/> Unable to maintain confidentiality	<input type="checkbox"/> Occasionally able to maintain confidentiality	<input type="checkbox"/> Generally able to maintain confidentiality	<input type="checkbox"/> Always able to maintain confidentiality	<input type="checkbox"/> Strictly able to maintain confidentiality	<b>/5</b>

**C. WORK PERFORMANCE EVALUATION - C03, A2, (PO10)**

Item	Marks					Marks Obtained
	1 – Very Poor	2 - Poor	3 - Satisfactory	4 - Good	5 - Excellent	
Co-operation	<input type="checkbox"/> Fail to show any cooperation at all	<input type="checkbox"/> Give less co-operation	<input type="checkbox"/> Always give satisfied co-operation	<input type="checkbox"/> Always give full co-operation when required	<input type="checkbox"/> Very proactive in giving co-operation	<b>/5</b>
Quality of work	<input type="checkbox"/> Fail to accomplish tasks assigned	<input type="checkbox"/> Able to accomplish part of the tasks with delay	<input type="checkbox"/> Accomplish the tasks on time with minimum correction	<input type="checkbox"/> Accomplish the tasks on time with no correction	<input type="checkbox"/> Accomplish the tasks before the deadline with no correction	<b>/5</b>
Learning capability	<input type="checkbox"/> Unable to learn despite with supervision	<input type="checkbox"/> Able to learn with substantial supervision	<input type="checkbox"/> Able to learn with supervision	<input type="checkbox"/> Able to learn with minimal supervision	<input type="checkbox"/> Demonstrate outstanding and proactive learning capability	<b>/5</b>
Application of knowledge	<input type="checkbox"/> Unable to apply theoretical knowledge at work place	<input type="checkbox"/> Able to apply minimal theoretical knowledge at work place	<input type="checkbox"/> Able to apply acceptable amount of theoretical knowledge at work place	<input type="checkbox"/> Able to apply substantial amount of theoretical knowledge at work place	<input type="checkbox"/> Excellent demonstration of theoretical knowledge application at work place	<b>/5</b>
Application of technical skills	<input type="checkbox"/> Unable to apply technical skills at work place	<input type="checkbox"/> Able to apply minimal technical skills at work place	<input type="checkbox"/> Able to apply acceptable amount of technical skills at work place	<input type="checkbox"/> Able to apply substantial amount of technical skills at work place	<input type="checkbox"/> Excellent demonstration of technical skills application at work place	<b>/5</b>

**(Total Marks = ([..../60]\*40%)**

**= \_\_\_\_\_ %**

**Training Supervisor’s Signature and Official Stamp:**

\_\_\_\_\_

**Date :** \_\_\_\_\_