



**UNIVERSITI SAINS MALAYSIA**

**INDUSTRIAL TRAINING PROGRAMME  
EVALUATION FORM  
ACADEMIC SESSION 2016/2017**

**BACHELOR OF SCIENCE / APPLIED SCIENCES\***

**MAJOR:** \_\_\_\_\_

**PART 1: DETAILS**

Student's Name			
Matric. No.			
Student's Email			
School	Biological Sciences		
Name and address of Organization			
Training Period	Start Date:	End Date	Duration:
Industrial Training Supervisor's Name			

(Part 1 is to be completed by the student and submitted to the industrial training' supervisor)

## **PART 2: EVALUATION FORM**

(Part 2 is to be completed by the industrial training' supervisor)

Instructions to supervisor: Please indicate your response regarding the trainee's performances with regard to his/her capability, talent & development, creative & innovativeness by circling the appropriate number (Likert scale measurement) below.

The supervisor may return the completed evaluation form to the trainee. If the supervisor needs for confidentiality, then, the completed evaluation form could be sent directly via email to [ymarip@usm.my](mailto:ymarip@usm.my) or [zarinami@usm.my](mailto:zarinami@usm.my), by fax 04-656 5125 or by mail to:

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Universiti Sains Malaysia  
11800 Penang, MALAYSIA*

(Likert scale measurement)

Not relevant	Unsatisfactory	Fair	Good	Excellent
1	2	3	4	5

<b>FOUNDATION</b>						
<b>A</b>	<b>Communication skills</b>					
	Written expression (Reading and Writing)	1	2	3	4	5
	Oral expression (Speaking and Listening)	1	2	3	4	5
	Presentation skills	1	2	3	4	5
<b>B</b>	<b>Self-Management skills</b>					
	Appropriate attire	1	2	3	4	5
	Personal appearance	1	2	3	4	5
	Punctuality at work	1	2	3	4	5
<b>C</b>	<b>Personality / Attitudes / Characteristics</b>					
	Responsible	1	2	3	4	5
	Accountable	1	2	3	4	5
	Self-esteem	1	2	3	4	5
	Friendliness	1	2	3	4	5
	Integrity	1	2	3	4	5
	Honesty	1	2	3	4	5
	Adaptability	1	2	3	4	5
Cooperative	1	2	3	4	5	

<b>D</b>	<b>Personal Qualities</b>					
	Ability to identify problems	1	2	3	4	5
	Ability to resolve problems	1	2	3	4	5
	Ability to view matters in perspective	1	2	3	4	5
	Quick/Fast learner	1	2	3	4	5
	Uphold responsibilities	1	2	3	4	5
	Good Decision making	1	2	3	4	5
	Ability to organize and plan project(s)/task(s) effectively	1	2	3	4	5
Ability to manage and control the project(s)/task(s) effectively	1	2	3	4	5	
<b>TALENT &amp; DEVELOPMENT</b>						
<b>E</b>	<b>Utilization of Resources</b>					
	Effective allocation of time (Time management)	1	2	3	4	5
	Effective allocation of funds (Budgets)	1	2	3	4	5
	Effective usage of materials (Consumption)	1	2	3	4	5
	Effective utilization of space	1	2	3	4	5
	Effective completion of tasks	1	2	3	4	5
<b>F</b>	<b>Teamwork skills</b>					
	Ability to work with others	1	2	3	4	5
	Ability to assist others in improving performance	1	2	3	4	5
	Committed to improve team's progress on task assigned	1	2	3	4	5
	Willingness to teach/supervise/coach others	1	2	3	4	5
	Ability to motivate others to improve the task/activity progress	1	2	3	4	5
	Ability to work effectively in teams of diversified culture	1	2	3	4	5
Ability to interact effectively (inter-departmental communication)	1	2	3	4	5	
<b>G</b>	<b>Leadership skills</b>					
	Ability to influence/convince others positively	1	2	3	4	5
	Ability to guide others who need help	1	2	3	4	5
	Ability to show that the trainee cares about others	1	2	3	4	5
Ability to identify challenges associated with teamwork	1	2	3	4	5	
<b>H</b>	<b>Information System and Analytical skills</b>					
	Ability to contribute ideas in information system	1	2	3	4	5
	Ability to acquire and evaluate data	1	2	3	4	5
	Ability to translate data into meaningful information	1	2	3	4	5
	Ability to analyze information and convert into meaningful report	1	2	3	4	5
	Ability to organize and maintain files	1	2	3	4	5
	Ability to communicate information effectively	1	2	3	4	5
	Ability to improve skills in computer applications	1	2	3	4	5
Ability to integrate multimedia applications	1	2	3	4	5	

<b>CREATIVE &amp; INNOVATIVENESS</b>						
<b>I</b>	<b>Sharing of Technologies (Sharing of Expertise/Facilities)</b>					
	Ability to use tools and equipment assigned	1	2	3	4	5
	Applying the technology to specific tasks	1	2	3	4	5
	Maintaining and troubleshooting technologies	1	2	3	4	5
	Sharing of expertise/technology with others	1	2	3	4	5
<b>J</b>	<b>Problem Solving (Solution-focused)</b>					
	Ease of diagnosing a problem statement	1	2	3	4	5
	Ability to craft problem statement	1	2	3	4	5
	Ability to do design work	1	2	3	4	5
	Ability to analyze critically the problems	1	2	3	4	5
	Ability to recommend solutions	1	2	3	4	5
	Ability to implement solutions	1	2	3	4	5
<b>K</b>	<b>Creativity/Critical Thinking (Ideas &amp; Opportunities)</b>					
	Ability to analyze critically on task assigned	1	2	3	4	5
	Knowledgeable in job/task assignments	1	2	3	4	5
	Ability to generate creative ideas	1	2	3	4	5
	Ability to convert ideas into practical opportunities	1	2	3	4	5
	Ability to make effective decisions	1	2	3	4	5
	Ability to evaluate/analyze the process applied	1	2	3	4	5
	Ability to measure the performance of task/opportunities	1	2	3	4	5
<b>EMPLOYABILITY</b>						
<b>L</b>	The organization is satisfied with the trainee's overall behavioral performance	1	2	3	4	5
	The organization is satisfied with the trainee's overall performance of tasks assigned	1	2	3	4	5
	Trainee's adaptability to organization's work culture	1	2	3	4	5
	Given the opportunity, the organization is willing to employ the trainee	1	2	3	4	5
	Given the opportunity, the organization is willing to recommend the trainee to other organization for employability	1	2	3	4	5

<b>OTHER COMMENTS</b>	
Name:	
Designation:	
Company Stamp:	_____
Date:	Signature