UNIVERSITI TUNKU ABDUL RAHMAN
Institute of Chinese Studies

ON-SITE SUPERVISOR INDUSTRIAL TRAINING EVALUATION FORM

Name of Intern: _____

Lecturer in-charge: _____

Programme: Bachelor of Arts (Hons) Chinese Studies

Organization Name: _____

Evaluation Period: _____ Department: _____

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.

On-Site Supervisor Assessment

Please rate the intern's performance in the following areas by checking the appropriate column for each item, and then make any other comments you would like in the section titled.

Behavior	8 items x 4 marks	32 marks
Knowledge	2 items x 4 marks	8 marks
Skills	9 items x 4 marks	36 marks
Performance	5 items x 4 marks	20 marks
Other comments	Maximum 4 marks	4 marks
Total		100 Marks (40%)

Please assess the performance of our intern, kindly tick to evaluate.

1. Behavior	**Very poor (0)**	**Poor (1)**	**Fair (2)**	**Good (3)**	**Very good (4)**	**Score**
a) Grooming/ Personal Appearance	☐	☐	☐	☐	☐	
b) Overall attendance	☐	☐	☐	☐	☐	
c) Punctuality	☐	☐	☐	☐	☐	
d) Compliance to Company Policies	☐	☐	☐	☐	☐	
e) Interest in Work	☐	☐	☐	☐	☐	
f) Reliable	☐	☐	☐	☐	☐	
g) Adaptability, flexibility, and mobility	☐	☐	☐	☐	☐	
h) Acceptance of constructive criticism, feedback and learn from it	☐	☐	☐	☐	☐	
2. Knowledge	**Very poor (0)**	**Poor (1)**	**Fair (2)**	**Good (3)**	**Very good (4)**	**Score**
a) Business knowledge / General knowledge	☐	☐	☐	☐	☐	
b) Work Ethics / Professionalism	☐	☐	☐	☐	☐	
3. Skills	**Very poor (0)**	**Poor (1)**	**Fair (2)**	**Good (3)**	**Very good (4)**	**Score**
a) Problem solving	☐	☐	☐	☐	☐	
b) Interaction within the Work Environment (e.g. supervisor, colleagues)	☐	☐	☐	☐	☐	
c) Appropriate Interaction with Clients/ External Parties	☐	☐	☐	☐	☐	
d) Oral Communication	☐	☐	☐	☐	☐	
e) Written Communication	☐	☐	☐	☐	☐	
f) Leadership	☐	☐	☐	☐	☐	
g) Team work	☐	☐	☐	☐	☐	
h) Technical skills (e.g. computer software, etc)	☐	☐	☐	☐	☐	
i) Creative thinking						
4. Performance	**Very poor (0)**	**Poor (1)**	**Fair (2)**	**Good (3)**	**Very good (4)**	**Score**
a) Quality of worked perform	☐	☐	☐	☐	☐	
b) Handles multiple priorities efficiently and effectively	☐	☐	☐	☐	☐	
c) Initiative to learn	☐	☐	☐	☐	☐	
d) Ability to work independently	☐	☐	☐	☐	☐	
e) Meeting deadlines/commitments at work	☐	☐	☐	☐	☐	

General comments from the on-site supervisor: (max. 4 marks)

Please share with us on your general impression of the intern's overall performance. What are the overall strengths and weaknesses of this intern? What improvements could be made by the intern to enhance his/her employability?
Score

Based on his/her performance, which of the following would best describe your likely reaction should the intern submit his/her application to your Organization UPON GRADUATION?

- [ ] I would make an offer to him/her
- [ ] I would give preference/priority to him/her, e.g. exempt his/her first interview, shortlist him/her.
- [ ] It all depends.
- [ ] Others, please specify: _____

Intern's Overall Assessment:

Criteria	Behavior (Max. 32)	Knowledge (Max. 8)	Skills (Max. 36)	Performance (Max. 20)	General (Max. 4)	**Total Score (Max. 100)**
Score						

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 revert thru fax this form to UNIVERSITI TUNKU ABDUL RAHMAN
Institute of Chinese Studies (ICS)
Jalan Universiti,Bandar Barat,31900 Kampar,Perak, Malaysia
Tel: 05-4688888 ext. 2542 Fax: 05-4653716
(Attention: Dr. Lim Chee Men, Deputy Dean of Student Development and Industrial Training)
Or directly hand it to the intern in a sealed envelope.