

**FACULTY OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY
UNIVERSITI MALAYA**

EVALUATION BY TRAINING SUPERVISOR : SESSION _____

Student's Name : _____

Supervisor's Name & Designation : _____

Training Organisation : _____

Please evaluate using the following scale for Questions 1 and 2 :

- 5** = **Very Good**
- 4** = **Good**
- 3** = **Satisfactory**
- 1 – 2** = **Poor**

1. Work Performance

- I. **Knowledge of work assigned**
Depth of knowledge and understanding of work assigned []
- II. **Quality of work process**
Attention to details, accuracy and proficiency in work []
- III. **Ability to meet work deadline**
Able to complete work assigned within stipulated time []
- IV. **Quality of work**
Maintain good and professional work quality by conforming to acceptable quality standards []
- V. **Initiative**
Able to work independently and resourceful in problem-solving []
- VI. **Creative and innovative**
Able to contribute new ideas and introduce innovation into the work processes []
- VII. **Preparation of Logbook**
Able to maintain a logbook systematically []

2. Personality

- I. **Dedication**
Exhibits a positive attitude and willingness to accept work assigned []
- II. **Cooperativeness**
Willingness to be involved and is a good team player []
- III. **Discipline**
Abides by rules and regulations of the work place []
- IV. **Competitiveness**
Produces the best results in terms of quality, quantity and time []
- V. **Responsible**
Willingness to accept responsibilities []
- VI. **Willingness to listen**
Possess an open mind and is ready to accept views and advice of others []
- VII. **Communication skills**
Able to express opinions, ideas and other information clearly and logically []
- VIII. **Interaction**
Able to interact with the supervisor in a professional manner []

- IX. **Sincerity and honesty**
Sincere, honest, considerate and trustworthy in the course of working []
- X. **Decision-making skills**
Able to make good, mature and timely decisions []
- XI. **Dressing**
Appropriately attired to suit the nature of the job position and work environment []

3. List of jobs assigned :

- i. _____
- ii. _____
- iii. _____
- iv. _____

4. List of jobs completed :

- i. _____
- ii. _____
- iii. _____
- iv. _____

5. Overall assessment by training supervisor :

TOTAL : $\frac{\quad}{90} \times 30\% = \quad$

Supervisor's signature : _____ Date : _____