



BORANG PENILAIAN LATIHAN INDUSTRI OLEH PENYELIA ORGANISASI
Industrial Training Assessment By Organization's Supervisor Form

NAMA (STUDENT NAME) : _____

NAMA ORGANISASI (ORGANIZATION NAME) : _____

NAMA PENYELIA (SUPERVISOR NAME) : _____

Penilaian terhadap pelajar ini secara menyeluruh (bulatkan nombor yang bersesuaian):
Overall evaluation of the student (please circle the appropriate number)

Skema Pemarkahan (Grading Scheme)	5 - Cemerlang (Excellent)	4 - Baik (Good)	3 - Memuaskan (Satisfactory)	2 - Kurang memuaskan (Less satisfactory)	1 - Tidak memuaskan (Unsatisfactory)
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1. Penyelesaian Masalah (Problem Solving)

- | | | | | | |
|---|---|---|---|---|---|
| a. Kebolehan menyelesaikan masalah dengan kefahaman asas yang kukuh.
<i>(Ability to solve problems with good grasp of fundamentals)</i> | 5 | 4 | 3 | 2 | 1 |
| b. Kebolehan menganalisis, memberi pendapat, menerangkan dan menilai masalah dan menentukan penyelesaian alternatif.
<i>(Ability to analyse, provide idea, explain and evaluate problems and determine alternative solution)</i> | 5 | 4 | 3 | 2 | 1 |

2. Kemahiran Komunikasi (Communication Skills)

- | | | | | | |
|--|---|---|---|---|---|
| a. Kebolehan mengemukakan pendapat dengan jelas, berkesan dan yakin.
<i>(Ability to convey the idea clearly, effectively and confidently through)</i> | 5 | 4 | 3 | 2 | 1 |
| b. Kebolehan mempraktik kemahiran mendengar dan memberi maklumbalas
<i>(Ability to practice active listening skill and able to give feedback)</i> | 5 | 4 | 3 | 2 | 1 |

3. Kerja Berpasukan (Team Work)

- | | | | | | |
|---|---|---|---|---|---|
| a. Kebolehan menjalin hubungan baik, berinteraksi dan bekerja secara berkesan dengan rakan sekerja dan orang lain.
<i>(Ability to develop good relationship, interaction with colleagues and work effectively with other people)</i> | 5 | 4 | 3 | 2 | 1 |
| b. Kebolehan mengenalpasti dan menghormati tindakan dan pendapat orang lain.
<i>(Ability to identify and respect other people's behavior and believe)</i> | 5 | 4 | 3 | 2 | 1 |

4. Etika dan Professional (Etiquette and professionalism)

- | | | | | | |
|--|---|---|---|---|---|
| a. Kebolehan mempraktik etika profesional dan bertanggung jawab terhadap tugas yang diberi.
<i>(Ability to practice professional ethics and responsibility toward assignment given)</i> | 5 | 4 | 3 | 2 | 1 |
| b. Disiplin kerja dan sikap
<i>(Discipline and work attitude)</i> | 5 | 4 | 3 | 2 | 1 |



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5. Buku Log (Log Book)

- | | | | | | | |
|----|---|---|---|---|---|---|
| a. | Kekemasan catatan harian dan rekod kemajuan kerja terkini.
(Tidiness of the daily note and up-to-date record of work progress) | 5 | 4 | 3 | 2 | 1 |
| b. | Perincian kerja/projek dan penyelesaian kepada masalah yang dihadapi semasa latihan
(Details of work/project and solution to the problems encountered during training) | 5 | 4 | 3 | 2 | 1 |

Komen keseluruhan dan cadangan penambahbaikan yang perlu dibuat oleh Fakulti (jika ada)
(Overall comments and suggestions for improvement to be taken by the Faculty [if any])

Tandatangan Penyelia:.....
(Supervisor's Signature)

Cop rasmi:
(Official stamp)

Tarikh :
(Date)

Sila kembalikan borang yang telah lengkap diisi dalam tempoh 7 hari selepas tarikh terakhir tempoh Latihan Industri ke alamat berikut.

(Please return the completed form within 7 days after the last date of Industrial Training period to the following address)

FAKULTI _____
UNIVERSITI TEKNOLOGI MALAYSIA
81310 UTM JOHOR BAHRU
JOHOR DARUL TAKZIM
(U/P : Penyelaras Latihan Industri)
Tel: 07-_____, Fax: 07-_____