UNIVERSITY OF MALAYA
The Leader in Research & Innovation

FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY
UNIVERSITY OF MALAYA

EVALUATION BY SUPERVISOR FROM COMPANY

Semester:	
Session:	
Training Start Date:	
Training End Date:	
Student Name:	
Matriculation Number:	
Degree:	
Specialisation:	

Details of Supervisor from the Faculty

Name:	
Email:	

Details of Supervisor from the Company

Name:	
Designation:	
Department:	
Company Name:	

Important Notes for Supervisor from Company:

This form is used by the supervisor from the company to assess a student undergoing internship under his or her supervison. The supervisor from the company should email a scanned version of this form to the supervisor from the faculty within two (2) weeks after the Industrial Training ends, to avoid delay in the award of the overall grade to the student. This form should not be passed to the student being evaluated. The information in this form should be treated as private and confidential.

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Total Marks: 40%

Instructions:
For Questions 1 to 10, use the following rating scale:
0 - No, 1 - Very Poor, 2 - Poor, 3 - Satisfactory, 4 - Good, 5 - Very Good

1.   Knowledge of Company
Understanding of the operation, management and development processes, organisation structure, business prospect, clients, systems and technologies used by the company.

2.   Knowledge and Skills
Knowledge and technical skills in performing tasks.

3.   Work Performance
Ability to complete work assigned satisfactorily within stipulated time.

4.   Dedication
Dedication to tasks assigned.

5.   Independency and Team Player
Ability to work independently and in groups.

6.   Trustworthiness
Honesty, and abide by rules and regulations.

7.   Dressing
Appropriately attire to suit the work environment.

8.   Communication Skills
Ability to interact with all levels of people.

9.   Self-Learning Skills
Ability to engage in self-learning.

10.   Preparation of Log Book
Ability to prepare Log Book following the requirements from the university.

Total
(Total / 50) x 40%

11.   Summary of Tasks Assigned:

12.   Summary of Tasks Completed:

13.   Strengths of Intern:

14.   Areas for Improvement for Intern:

15.   Overall Comments on Intern:

16.   Suggestions to the Faculty:

Supervisor's signature: _____

Company seal/stamp: _____

Date: _____