Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of the Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Industrial Advisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please mark an ‘ **X**’ in one box for each item evaluated in section **A** and **B**.

Each item may be assigned a value ranges from **0** to **4**.

**0.** Bad **3.** Good

**1.** Unsatisfactory **4.** Very Good

**2.** Satisfactory

 **SECTION A (Job Performance)**

**Values:**  **0 1 2 3 4**

1. **Knowledge about the job:**

In-depth knowledge about area of work.

1. **Quality of job performed:**

Precision and efficiency.

1. **Meeting the deadline:**

Ability to carry out job within the specified time

frame.

1. **Initiative:**

Ability to initiate work on his own and resolve

problem.

1. **Creativity and innovation:**

Ability to give new ideas and bring changes to the

existing process of executing the job.

######  SUBTOTAL 1 = \_\_\_\_\_\_\_\_\_

 **SECTION B (Attitude and Soft Skills)**

Values: 0 1 2 3 4

**1. Dedication and responsibilities:**

Positive attitude and work dedication. Willingness

to accept and carry out responsibilities.

**2. Communication:**

Ability to express ideas in a clear and organized way.

**3. Discipline and attire:**

Willingness to obey or conform to organization’s

rule. Have a proper attire according to circumstances.

**4. Leadership and ability to decide:**

Ability to plan, manage and move subordinates in

achieving goals. Ability to produce accurate, timely

decision.

1. **Honesty and sincerity :**

Honest, sincere, fair and concern for others in

Carrying out jobs.

SUBTOTAL2 = \_\_\_\_\_\_\_\_\_\_

 **SECTION C (Overall Performance)**

 (Please give comments, if any)

**SIGNATURE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OFFICIAL STAMP :**

**Please return the completed form to:**

Razak Faculty of Technology and Informatics

Universiti Teknologi Malaysia

Level 7, Menara Razak

Jalan Semarak

54100 Kuala Lumpur

(Att: Dr. Azri Hj Azmi)

Tel: 03 - 2615 4751

Email : azriazmi@utm.my