

**HOST COMPANY EVALUATION FORM**  
*(To be filled by the Industrial Supervisor)*

Student Name:	IC Number:
Program:	Matric Number:
Host Company Name:	

Please evaluate and tick (✓) based on the given scales.

		VERY POOR	POOR	AVERAGE	GOOD	EXCELLENT
		1	2	3	4	5
<b>A. Performance</b>						
1	Knowledge about workplace					
2	Understand the job scope					
3	Minimal supervision					
4	Capability of following instruction					
5	Ability to apply knowledge					
6	Work quality					
<b>B. Personality and Attitude</b>						
1	Initiative					
2	Motivation					
3	Work attitude					
4	Discipline (punctuality, attendance, responsibility)					
5	Ability to adapt with the working environment (commitment, teamwork)					
6	Professional appearance/self-confidence					
<b>C. Skills</b>						
1	Communication/ presentation/ writing					
2	Decision making					
3	Critical thinking /problem solving					
4	Negotiation					
<b>TOTAL MARKS</b>						<b>/80</b>
<b>FINAL MARKS</b>					<b><math>\frac{\text{total marks}}{80} \times 30 =</math></b>	

Other comments (if any): .....

Signature & Date : \_\_\_\_\_

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

*(please endorsed with official stamp)*

Position : \_\_\_\_\_

**Please return the completed form in the sealed envelope or email to Industrial Training Coordinator within A WEEK after the industrial training ends.**