

NO.	CRITERIA	RATING					
		5	4	3	2	1	0
A. Communication Skills/ Performance							
1	Formal and informal communications skills	Excellent communication skill with clear, fluent and proper message delivery	Good communication skill with proper message delivery	Acceptable communication skill with adequate message delivery	Weak communication skill with minimum message delivery	Poor communication skill with minimum and unclear message delivery	No communication skill with unethical message delivery
2	Capability of following instruction	Good and clear interpretation and always follow the instruction	Unable to interpret infrequently but able to follow the instruction	Always unable to interpret but follow the instruction	Always unable to interpret and infrequently disobey the instruction	Always unable to interpret and frequently disobey the instruction	Misinterpret and totally disobey the instruction
3	Contribution of new ideas to be implemented in organization	Excellent delivery of idea with precise information of the content, procedure, and quality control	Good delivery of idea with several information of the content, procedure, and quality control	Satisfactory delivery of idea with limited related information	Weak delivery of idea with inadequate related information	Poor delivery of idea with very inadequate related information	Not capable to deliver the idea and provide the related information
4	Minimal Supervision (Independence)	Independently monitors, assesses, and revises plans to complete tasks and meet goals on a regular basis	Monitors, assesses, and revises plans to complete tasks and meet goals with slight supervisor assistance	Monitors, assesses, and revises plans to complete tasks and meet goals with necessary supervisor assistance	Monitors, assesses, and revises plans to complete tasks and meet goals with intensive supervisor assistance	Highly dependent on supervisor for monitoring, assessing and revising plans to complete task and meet goals.	Totally dependent on the supervisor to complete the task and meet goals

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5	Presentation: Overall contents	The overall contents are clear, relevant and details with excellent supporting materials.	The overall contents are good and adequate with sufficient support materials	The overall contents are acceptable with some supporting materials	The overall contents are weak with some supporting materials, but the student shows commendable efforts	The overall contents are very weak, lack of supporting material	The overall contents are poor and insufficient without any supporting materials
6	Presentation: Presentation skills	Presents information clearly; audience can easily follow the line of reasoning; speaks clearly, keeps eye contact with audience and delivers presentation in a timely manner	Presents information quite clearly; audience can still follow the line of reasoning; speaks clearly, keeps some eye contact with audience and delivers presentation in almost a timely manner	Presents sufficient information; audience have difficulty to follow the line of reasoning; speaks too fast/too slow but keeps eye contact with audience	Presents insufficient information; audience have difficulty to follow the line of reasoning; speaks too fast/too slow but keeps eye contact with audience.	Presentation with low confidence, very little eye contact, pause several times during presentation	Presentation with no confidence, no eye contact, pause several times during presentation
B. Technical Knowledge							
1	Ability to demonstrate technical knowledge and practical skills	Excellent demonstration of technical knowledge and practical skills	Good demonstration of technical knowledge and practical skills	Satisfactory demonstration of technical knowledge and practical skills	Weak demonstration of technical knowledge and practical skills	Poor demonstration of technical knowledge and practical skills	Not capable to demonstrate the technical knowledge and practical skills

2	Initiative to add new skill and knowledge	Passionate to learn new knowledge and skills to meet industrial requirement	Ready to learn new knowledge and skills to meet industrial requirement	Ready to learn new knowledge and skills but only when required	Ready to learn new knowledge and skills but only when provided	Hesitant to learn new knowledge and skills when provided	Do not want to learn new knowledge and skills
3	Understanding the industry job scope	Excellent capability to complete any given task perfectly	Good capability to complete any given task properly	Satisfactory capability to complete any given task with some imperfections	Weak capability to complete any given task and need guidance	Poor capability to complete any given task even with guidance	Not capable to complete any given task even with guidance
4	Quality of work in industry	Capable of delivering works with very good quality in accordance to the standards set by the industry	Capable of delivering works with good quality	Capable of delivering good works but do not fulfill the instructions accurately	Capable of delivering good works but need to be instructed from time to time	Not capable of delivering works well	Not capable of delivering any work
5	Creative critical thinking & problem solving	Active in identifying problems, analyzing and proposing solutions	Able to analyze problems and propose solutions	Able to identify problems and refine the solutions provided	Able to identify problems and solve through the recommendations of others	Able to identify problems with little attempt to solve	Cannot identify problems and do not try to solve when required
C. Personality & Attitude							

1	Personality & appearance (Attitude, profesional appearance, motivation and self confidence)	Neat appearance, exhibiting excellent attitude, highly motivated with great self-confidence	Neat appearance, exhibiting good attitude, motivation with self-confidence	Modest appearance, with average motivation and self-confidence	Less untidy appearance, with below average motivation and self-confidence	Untidy appearance with less motivation and confidence	Very untidy appearance with no motivation and self-confidence
2	Discipline (Punctuality, attendance, responsibility)	Excellent attendance record, punctuality and very responsible	Good attendance record, punctuality and responsibility	Satisfactory attendance record, punctuality and responsibility	Occasionally coming late with less punctuality and responsibility	Always coming late with least punctuality and responsibility	Absent to work with no punctuality and responsibility
3	Ability to adapt with the working environment	Able to adapt with the working environment very well	Able to adapt with the working environment properly	Able to adapt with the working environment moderately	Able to adapt with the working environment with little guidance	Able to adapt with the working environment but need guidance	Unable to adapt with the working environment
4	Team Spirit	Always listen, share and support the efforts of team members. Encourage the teamwork	Listen, share and support the efforts of team members accordingly.	Listen, share and support the efforts of team members but sometimes is not a good team mate	Show limited interest in teamwork but sometimes is not a good team mate.	Show a very minimum interest in teamwork and is not a good team mate.	Show no interest in teamwork