



**UNIVERSITI PUTRA MALAYSIA
FACULTY OF BIOTECHNOLOGY AND BIOMOLECULAR SCIENCES**

INDUSTRIAL TRAINING REPORT BY INDUSTRIAL SUPERVISOR

Student Name	
Matric No.	
Programme	
Name and address of Industry	
Name of Industrial Supervisor	
Telephone No.	
Email Address	

No	Items to be evaluated	SCALE					Score (max 10)
		10 (Excellent)	8 (Good)	6 (Fair)	4 (Marginal)	2 (Inadequate)	
1	Quality of work	<ul style="list-style-type: none"> Performed all requirements, work thoroughly and accurately Submitted all work/assignments ahead of time Made few (if any) errors 	<ul style="list-style-type: none"> Performed all requirements, work is mostly thorough Submitted most work/assignments in a timely manner Made occasional errors 	<ul style="list-style-type: none"> Performed all requirements, work is somewhat thorough Submitted most work/assignment late Made occasional errors 	<ul style="list-style-type: none"> Performed all requirements, work in a careless manner Submitted work/assignments late and required review Made numerous errors 	<ul style="list-style-type: none"> All requirement work/assignment done minimally Made numerous errors 	
2	Ability to learn	<ul style="list-style-type: none"> Consistently asked relevant questions and sought out additional information from appropriate sources Very quickly understood new concepts, ideas, and work assignments Always willing to take responsibility for mistakes and make needed changes and improvements 	<ul style="list-style-type: none"> In most cases, asked relevant questions and sought out additional information from appropriate sources Exhibited good understanding of new concepts, ideas, and work assignments Usually willing to take responsibility for mistakes and make needed changes 	<ul style="list-style-type: none"> Occasionally asked questions and sometimes sought out additional information from appropriate sources Exhibited acceptable understanding of new concepts and ideas with much explanation Was willing to take responsibility for mistakes and make necessary improvements 	<ul style="list-style-type: none"> Asked few if any questions and rarely sought out additional information Slow to understand new concepts, ideas, and work assignments Was unable or unwilling to recognize mistakes and was not receptive to making needed changes and improvements 	<ul style="list-style-type: none"> Never asked questions and was unable to sought out additional information Was unable to understand new concepts, ideas, and work assignments Was unable or unwilling to recognize mistakes and was not receptive to making needed 	

			and improvements	and changes after being instructed to do so		changes and improvements	
3	Initiative and creativity (PO3)	<ul style="list-style-type: none"> • A self-starter • Consistently sought new challenges and asked for additional work assignments • Regularly approached and solved problems independently • Frequently proposed innovative and creative ideas 	<ul style="list-style-type: none"> • Work with minimum supervision • Able to solve the problems • Often asked for additional work assignments • Normally set his/her own goals and, in a few cases, tried to exceed requirements with creative ideas 	<ul style="list-style-type: none"> • Worked with supervision • Able to find the problems sometimes but was unable to solve the problems without supervision • Rarely asked for additional assignments/proposed ideas 	<ul style="list-style-type: none"> • Had little observable drive and required close supervision • Showed little if any interest in meetings /discussions • Did not seek out additional work and frequently procrastinated in completing assignments/ no new ideas 	<ul style="list-style-type: none"> • No observable drive and required very close supervision • Showed very little interest in meeting • Did not seek out additional work and not complete the assignments/ no new ideas 	
4	Character traits	<ul style="list-style-type: none"> • Demonstrated an exceptionally positive attitude • Consistently exhibited honesty and integrity in the workplace • Aware of and deeply sensitive to ethical and diversity issues on the job • Always behaved in an ethical and 	<ul style="list-style-type: none"> • Always demonstrated a positive attitude • Regularly exhibited honesty and integrity in the workplace • Usually aware of and sensitive to ethical and diversity issues on the job • Normally behaved in an ethical and professional manner 	<ul style="list-style-type: none"> • Sometimes exhibited negative attitude • In few instances, exhibited honesty and integrity in the workplace • Sometimes not aware of and sensitive to ethical and diversity issues • Sometimes displayed lapses in ethical and professional behavior 	<ul style="list-style-type: none"> • Regularly exhibited a negative attitude • Dishonest and/or showed a lack of integrity on several occasions • Most cases, was unable to recognize and/or was insensitive to ethical and diversity issues • Displayed lapses in ethical and professional behavior 	<ul style="list-style-type: none"> • All the time exhibited a negative attitude • Dishonest and/or showed a lack of integrity on all occasions • Unable to recognize and/or was insensitive to ethical and diversity issues • Regularly displayed 	

		professional manner				significant lapses in ethical and professional behavior	
5	Attendance and punctuality	<ul style="list-style-type: none"> Always reported to work as scheduled with no absences and was always on-time 	<ul style="list-style-type: none"> Never absent and almost always on time Usually reported to work as scheduled 	<ul style="list-style-type: none"> Was almost always on time Reported to work as scheduled 	<ul style="list-style-type: none"> Was absent occasionally Late for work 	<ul style="list-style-type: none"> Was absent excessively and/or was almost always late for work 	
6	Organizational fit and teamwork (PO5)	<ul style="list-style-type: none"> Completely understood and fully supported the organization's mission, vision, and goals Readily and successfully adapted to organizational norms, expectations, and culture Consistently created good working environment /communication with their colleagues 	<ul style="list-style-type: none"> Well understood and supported the organization's mission, vision, and goals Well adapted to organizational norms, expectations, and culture Created good working environment /communication with their colleagues 	<ul style="list-style-type: none"> Adequately understood and sometimes supported the organization's mission, vision, and goals Satisfactorily adapted to organizational norms, expectations, and culture except in some instances Sometimes seemed to disregard appropriate authority and have communication misunderstandings with the colleagues 	<ul style="list-style-type: none"> Not really understand and support the organization's mission, vision, and goals Exhibited difficulty in adapting to organizational norms, expectations, and culture Frequently seemed to disregard appropriate authority and having communication problems with the colleagues 	<ul style="list-style-type: none"> Was unwilling or unable to understand and support the organization's mission, vision, and goals Unable to adapt to organizational norms, expectations, and culture Disregard appropriate authority and was unable to communicate with the colleagues 	
TOTAL SCORE (max. 60)							

Comment:

Signature of Industrial Supervisor

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Name:

Date:

Official stamp: