



LAPORAN PRESTASI PELAJAR LATIHAN INDUSTRI
(INDUSTRIAL TRAINING STUDENT PERFORMANCE REPORT)
(PENILAIAN OLEH MAJIKAN)
(ASSESSMENT BY EMPLOYER)

Untuk membantu universiti menilai pelajar yang menjalani latihan industri di jabatan/agensy tuan/puan, adalah dimohon agar penyelia pelajar mengisi borang penilaian ini dan kembalikan kepada:-
To help the university evaluate students undergoing industrial training at your department / agency, it is recommended that the student supervisor fill out this assessment form and return it to:

Penyelaras(Coordinator)
Latihan Industri (Industrial Training)
Faculty of Modern Languages and Communication
Universiti Putra Malaysia
43400 Serdang, Selangor

Nama pelajar (Name of Student):

Perkara (Item)	Kriteria Penilaian (Assessment Criteria)	Skor/Scores Bulatkan skor yang berkaitan. Circle the relevant scores 1: Sangat lemah (Very weak); 2: Lemah (Weak); 3: Sederhana (Average); 4: Baik (Good) ; 5: Sangat baik (Very good)				
		1	2	3	4	5
1. Penyempurnaan tugas (Completion of Task)	Pengurusan masa (Time management)	1	2	3	4	5
	Kecekapan (Efficiency)	1	2	3	4	5
	Kualiti kerja (Work quality)	1	2	3	4	5
2. Kebolehan am pelajar (General ability of students)	Berdikari (Independence)	1	2	3	4	5
	Pemikiran (Thinking skills)	1	2	3	4	5
	Ketrampilan (Skills competency)	1	2	3	4	5
	Pengetahuan teknikal (Technical knowledge)	1	2	3	4	5
3. Budaya kerja (Work culture)	Motivasi (Motivation)	1	2	3	4	5
	Produktiviti (Productivity)	1	2	3	4	5
	Kesungguhan (Sincerity)	1	2	3	4	5
	Kerja berpasukan (Teamwork)	1	2	3	4	5
	Ketepatan masa (Punctuality)	1	2	3	4	5
	Minat (Interest)	1	2	3	4	5
4. Potensi kerja (Work potential)	Cepat (Fast)	1	2	3	4	5
	Bersempangat (High spirited)	1	2	3	4	5
	Pengawasan minima penyelia (Minimum supervision required)	1	2	3	4	5
	Bertanggungjawab (Responsible)	1	2	3	4	5
	Memberi idea yang kreatif (Contribute creative ideas)	1	2	3	4	5
	Yakin membuat tugas (Confident in completing task)	1	2	3	4	5
	Menggunakan pelbagai media ketika membuat tugas (Use a variety of media to complete tasks)	1	2	3	4	5
	JUMLAH (TOTAL)					

Nama penilai:
(Name of appraiser):

Cop rasmi
(Official stamp)

Jawatan:
(Position):

Tandatangan:
(Signature):

Tarikh:
(Date):