

INDUSTRIAL TRAINING STUDENT APPRAISAL BY COMPANY

Name of Student: _____ Programme: _____

Company: _____

Please assess the performance of our student trainee with your company.

	Unaccept able	Needs Improve ment	Meets Expectati on	Exceeds Expectati on	Excellent
A. Interpersonal & Soft skill					
Communicates with others at all levels					
Written communication skills					
Teamwork/Collaboration skills					
Interpersonal relations					
General appearance					
B. Attitude					
Timeliness/ Punctuality					
Initiative/ Self-motivation					
Work ethic/ Independence					
Resourcefulness					
Interest in work					
C. General knowledge					
Organizational/Business understanding					
Use of technology					
Problem-solving skill					
Learning and discovery					
D. Contribution to the company					
Completion of assigned tasks					
Quality of work					
Contribution/Work performed					

E. General comments

Please return this appraisal form in a sealed envelope and thank you for your kind cooperation.

Company's Supervisor Name and Signature:

Company Stamp:

Date: