



PUSAT PENGAJIAN BAHASA, LITERASI, DAN TERJEMAHAN
SCHOOL OF LANGUAGES, LITERACIES, AND TRANSLATION
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INDUSTRIAL TRAINING ASSESSMENT FORM
(to be filled in by supervisor)

Student's Name :
Interviewer's Name :
Company's Name :

INSTRUCTION: Please circle the number corresponding to the student's performance. The score from this assessment will accumulate 30% of the student's course grade.

CO1	TEAMWORK					
1.	The student asks questions relevant to working industry.					
	Ask questions relevant to industry excellently.	Ask questions relevant to industry well.	Ask questions relevant to industry sufficiently.	Sometimes ask questions relevant to industry.	Do not ask questions relevant to industry.	Not relevant.
	5	4	3	2	1	0
2.	The student is able to communicate and interact well with the interviewee.					
	Communicate and interact excellently with interviewee.	Communicate and interact well with interviewee.	Communicate and interact sufficiently with interviewee.	Sometimes communicate and interact with interviewee.	Do not communicate and interact with interviewee.	Not relevant.
	5	4	3	2	1	0
3.	The student is able to contribute to the interview.					
	Contribute to interview excellently.	Contribute to interview well.	Contribute to interview sufficiently.	Sometimes contribute to interview.	Do not contribute to interview.	Not relevant.
	5	4	3	2	1	0
4.	The student shows respect to interviewee's belief and behaviour.					
	Show excellent level of respect.	Show good level of respect.	Show sufficient level of respect.	Sometimes show respect.	Do not show respect.	Not relevant.
	5	4	3	2	1	0

CO2	VALUES, ETHICS AND PROFESIONALISM					
5.	The student shows good ethics during interview session.					
	Show excellent level of ethical value.	Show good level of ethical value.	Show sufficient level of ethical value.	Sometimes show good ethical value.	Do not show good ethical moral value.	Not relevant.
	5	4	3	2	1	0
6.	The student shows professionalism during interview session.					
	Show excellent level of professionalism.	Show good level of professionalism.	Show sufficient level of professionalism.	Sometimes show professionalism.	Do not show professionalism.	Not relevant.
	5	4	3	2	1	0
7.	The student shows good moral values during interview session					
	Show excellent sense of moral value.	Show good level of moral value.	Show sufficient level of moral value.	Sometimes show good level of moral value.	Do not show good moral value.	Not relevant.
	5	4	3	2	1	0
CO5	LEADERSHIP SKILLS					
8.	The student shows ability to lead the interview session.					
	Show excellent ability to lead the interview session.	Show good ability to lead the interview session.	Show sufficient ability to lead the interview session.	Sometimes able to lead the interview session.	Do not show ability to lead the interview session.	Not relevant.
	5	4	3	2	1	0
9.	The student shows ability to lead the interviewee in answering questions.					
	Show excellent ability to lead interviewee answer questions.	Show good ability to lead interviewee answer questions.	Show sufficient ability to lead interviewee answer questions.	Sometimes able to lead interviewee answer questions.	Do not show ability to lead interviewee answer questions.	Not relevant.
	5	4	3	2	1	0

10.	The student is able to play the role of an interviewer during interview session.					
	Show excellent ability to play interviewer role.	Show good ability to play interviewer role.	Show sufficient ability to play interviewer role.	Sometimes able to play interviewer role.	Do not show ability to play interviewer role.	Not relevant.
	5	4	3	2	1	0
OVERALL SCORE (IF YOU						
Total score from 10 items = <input type="text"/> <i>(please add the scores that you circled for all 10 items)</i>				$\frac{\text{input}}{50} \times 30 = \text{input}$		

Please write other comments here (if any).

Name of Assessor:

Position at the Organisation:

Official Stamp (if relevant):

Date:

Note to Employer:

Kindly complete this form, place it in a sealed envelope and return it to the student.

Please direct any queries you may have to:

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