


INDUSTRIAL TRAINEE PERFORMANCE RATING 2010		Trainee's Program of Study (*Please tick)	√
	FACULTY OF APPLIED AND CREATIVE ARTS Universiti Malaysia Sarawak, 94300 Kota Samarahan, Sarawak Tel :(082) 58 1333/1350/1338/1335 Fax : (082) 58 1340	Fine Arts	
		Industrial Design	
		Textile and Fashion	
		Graphic Design	
		Animation	
		Cinematography	
		Music	
Arts Management			
Name of Company			
Trainee's Name (Optional)			

INSTRUCTION: Please circle your answer based on the scale below:

1	2	3	4	5
Strongly Disagree	Somewhat Disagree	Neutral / Not Sure	Somewhat Agree	Strongly Agree

1. Trainee's Overall Performance:

1.	The trainee performs to your expectations	1	2	3	4	5
2.	The trainee has been consistent in meeting deadlines	1	2	3	4	5
3.	The trainee follows instructions well	1	2	3	4	5
4.	The trainee contributes to the creative and productive process	1	2	3	4	5
5.	The trainee shows a positive attitude in the execution of his/her duties	1	2	3	4	5
6.	The trainee is committed to completing his/her given task to the best of his/her ability	1	2	3	4	5
7.	The trainee is able to work or complete projects assigned to him/her independently	1	2	3	4	5
8.	The trainee is a highly motivated person	1	2	3	4	5

2. Trainee's Soft Skills:

1.	The trainee shows a willingness to be part of the work team	1	2	3	4	5
2.	The trainee is able to perform his/her duties as a member of the team	1	2	3	4	5
3.	The trainee interacts well with his/her peers, other company staff and supervisors	1	2	3	4	5
4.	The trainee is able to communicate his/her ideas well verbally	1	2	3	4	5
5.	The trainee is able to communicate his/her ideas well in writing	1	2	3	4	5
6.	The trainee shows the ability to lead whenever called upon	1	2	3	4	5
7.	The trainee gives feedback or asks for clarifications whenever necessary	1	2	3	4	5

3. Trainee's Level of Professional Competence:

1.	The trainee possesses skills that are up to industry standards	1	2	3	4	5
2.	The trainee is well versed in industry standard tools and/or software	1	2	3	4	5
3.	The trainee possesses adequate background/theoretical knowledge in his/her area of study	1	2	3	4	5
4.	The trainee shows initiative in equipping himself/herself with knowledge about the industry	1	2	3	4	5
5.	The trainee is able to translate his/her creativity into a viable product or work of art	1	2	3	4	5
6.	The trainee is able to organize his/her own work efficiently	1	2	3	4	5
7.	The trainee manages his/her time well	1	2	3	4	5
8.	The trainee is not afraid to take risks	1	2	3	4	5
9.	The trainee possesses critical thinking skills	1	2	3	4	5
10.	The trainee possesses problem-solving skills	1	2	3	4	5
11.	The trainee possesses decision-making skills	1	2	3	4	5
12.	The trainee's program of study equips him/her with the ability to succeed in the industry	1	2	3	4	5

4. Practical Training Scheme:

1.	The current duration of the practical training (8 weeks) is sufficient to provide the trainee with enough industrial exposure	1	2	3	4	5
2.	The trainee is suitably placed in this company/organization in regards to his/her area of study	1	2	3	4	5

5. Further Questions:

5.1	What particular technical or software skills are emphasized in your industry and your company? Please specify:

5.2	Are there any particular shortcomings/weaknesses that you would like to highlight with regards to the trainee's performance during his/her time in your organization?

5.3	Are there any skills (e.g. theoretical knowledge, technical and/or software skills, soft skills etc.) that you think should be given added emphasis in the trainee/student's course of study? If yes, please state:

Thank you for taking the time to participate in this survey.