



UNIVERSITI  
TEKNOLOGI  
MARA

**Universiti Teknologi MARA Terengganu**

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ISO 9001:2008 No. Sijil KLR 0500129

Untuk kegunaan pejabat:

No. Responden: \_\_\_\_\_

Tarikh: \_\_\_\_\_

**PENILAIAN SYARIKAT TERHADAP PELAJAR LATIHAN PRAKTIK UiTM TERENGGANU SESI .....**

**NAME OF TRAINEE** : .....

**NAME OF SUPERVISOR/DESIGNATION** : .....

**NAME OF ORGANIZATION/ORGANIZATION SEAL:** .....

**DURATION OF TRAINING** : **FROM.....TO** .....

**Section A:** Company's demography. Please tick (/) in the appropriate box.

1. Type of organization (*Jenis Organisasi*)

Sole-trader (*Perseorangan*)


Limited Company (*Syarikat Berhad*)


Partnership (*Perkongsian*)

Private Limited Company (*Syarikat Sendirian Berhad*)

Others (*Lain-lain*)

2. Location of organization (State) (*Lokasi organisasi – nyatakan*) -----

3. Nature of organization

Accounting & audit firm


Services (*Perkhidmatan*)


Hospitality (*Perhotelan*)

Education (*Pendidikan*)

Manufacturing (*Pengilangan*)

Government agency (*Agensi kerajaan*)

Consumer Trading (*Barangan pengguna*)

Others .....(Please Specify)

4. Number of employees (*Bilangan pekerja*)

Less than 100 employees


500 < 1000 employees


100 < 500 employees

1000 and more employees

5. Recruiting new intern is regular practice in your organization

(*Mengambil pelatih adalah amalan dalam organisasi anda*)

Yes

No

6. Currently the intern is from UiTM Terengganu pursuing in :

(*Pelatih adalah pelajar dalam bidang .....*)

Bachelor Of Accountancy

Bachelor Of Business Administration Marketing

Bachelor Of Business Administration Operation Management

Bachelor of Business Administration Finance

Bachelor of Business Administration Islamic Banking

Bachelor in Office System Management

Bachelor in Business Computing

Diploma In Office Management And Technology

Diploma In Computer Science

Diploma In Hotel Management


**Section B: Company's Expectations (*Ciri-ciri pelatih yang diperlukan oleh syarikat*)**

The following questions were designed to identify **your expectation** towards intern from UiTMT who is/are currently under your supervision. Using the Likert Scale 1 – 10, circle a number that closely describes your expectation. **Circle no. 1 if the criteria is not expected (the greater the number, the higher is the expectation). Circle no. NR if the criteria is not related.**

		Not Expected			Quite Expected			Highly Expected			Not Related	
1.	Effectiveness In Comunication <i>Keberkesanan berkomunikasi</i>	1	2	3	4	5	6	7	8	9	10	NR
2.	Intellectual skill <i>Kemahiran intelektual</i>	1	2	3	4	5	6	7	8	9	10	NR
3.	Initiative taking <i>Berinisiatif</i>	1	2	3	4	5	6	7	8	9	10	NR
4.	Positive job attitude <i>Bersikap positif terhadap kerja</i>	1	2	3	4	5	6	7	8	9	10	NR
5.	Quality work <i>Hasil kerja yang berkualiti</i>	1	2	3	4	5	6	7	8	9	10	NR
6.	Quantity of work <i>Kuantiti kerja</i>	1	2	3	4	5	6	7	8	9	10	NR
7.	Ability to learn <i>Keupayaan untuk belajar</i>	1	2	3	4	5	6	7	8	9	10	NR
8.	Leadership skill <i>Kepimpinan</i>	1	2	3	4	5	6	7	8	9	10	NR
9.	Job knowledge (Hard skill) <i>Pengetahuan kerja</i>	1	2	3	4	5	6	7	8	9	10	NR
10.	English Communication skill <i>Berkomunikasi dalam Bahasa Inggeris</i>	1	2	3	4	5	6	7	8	9	10	NR
11.	Third language communication skill (please state .....) <i>Bahasa ketiga :nyatakan .....</i>	1	2	3	4	5	6	7	8	9	10	NR
12.	Creativity <i>Kreativiti</i>	1	2	3	4	5	6	7	8	9	10	NR
13.	Pro-Active <i>Pro-aktif</i>	1	2	3	4	5	6	7	8	9	10	NR
14.	Punctuality/Meeting Date Lines <i>Menepati masa</i>	1	2	3	4	5	6	7	8	9	10	NR
15.	High Endurance <i>Daya ketahanan yang tinggi</i>	1	2	3	4	5	6	7	8	9	10	NR

- |     |  |   |   |   |   |   |   |   |   |   |    |    |
|-----|--|---|---|---|---|---|---|---|---|---|----|----|
| 16. | Properly attired<br><i>Cara berpakaian yang sesuai</i>                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | NR |
| 17. | Appropriate personality for the job<br><i>Personaliti bersesuaian dengan kerja</i> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | NR |

**Section C: Company's Observation (Pemerhatian syarikat terhadap pelatih)**

Please evaluate the intern's performance during training. Using the Likert Scale 1 – 10, put the number that most nearly expresses your overall judgment on each quality in the box besides each item.



**Interpersonal skills**

1. Co-operation with co-workers, supervisors and subordinates.  
*Kerjasama dengan rakan sekerja, penyelia dan orang bawahan.*
2. Carry out instructions well.  
*Menjalankan arahan dengan baik*
3. Ability to manage conflict that arises in working condition.  
*Berupaya untuk menangani konflik kerja.*


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**Communication Skills**

4. Able to express ideas.  
*Berupaya menjelas ide dengan berkesan*
5. Able to write good report concerning his/her work during internship  
*Berupaya menulis laporan yang baik semasa menjalani latihan praktik*
6. Effective listener  
*Pendengar yang berkesan*
7. Able to communicate in English  
*Berupaya berkomunikasi dalam bahasa Inggeris*


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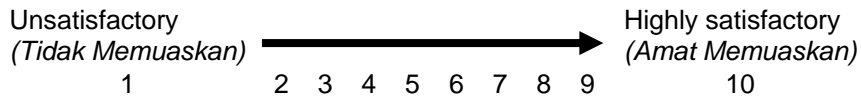
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**Intellectual Skills**

8. Solves problem logically.  
*Menyelesaikan masalah secara logic.*
9. Able to extract important information from various sources to solve problems  
*Berupaya mendapatkan maklumat dari pelbagai sumber untuk menyelesaikan masalah*
10. Able to make correct decision when necessary.  
*Berupaya membuat keputusan yang betul apabila diperlukan.*
11. Observe ethical standards in performing job.  
*Seorang yang beretika dalam menjalankan kerjanya.*
12. Has an appropriate level of information technology skill  
*Memiliki pengetahuan teknologi maklumat yang bersesuaian*


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**Initiative Taking**

- 13. Able to memorize facts related to work.  
*Berupaya untuk mengingati fakta berkenaan dengan kerja*
- 14. Able to work under minimal supervision.  
*Mampu bekerja di bawah pengawasan yang minima*
- 15. Able to manage time properly.  
*Berupaya mengurus masa dengan baik*
- 16. Always find ways to improve his/her performance during job training  
*Sentiasa berusaha memperbaiki prestasi kerja semasa latihan praktik*


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**Job Attitude**

- 17. Responsible to the task given.  
*Menjalankan tugas dengan penuh tanggungjawab.*
- 18. Highly motivated to complete task given.  
*Mempunyai semangat yang tinggi untuk melaksanakan tugas*
- 19. Has a positive attitude in facing stressful situation.  
*Mengambil sikap positif apabila menghadapi tekanan*
- 20. A punctual person.  
*Seorang yang menepati masa.*
- 21. Frequency of attendance at work  
*Bilangan kehadiran ke tempat kerja.*


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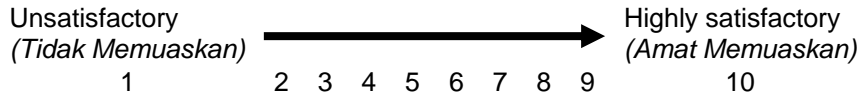
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**Personal Efficiency**

- 22. Quantity of work performed is at the level of standard required.  
*Kuantiti kerja yang dihasilkan pada tahap yang dikehendaki.*
- 23. Quality of work produced is comparable to the accepted quality standards.  
*Mutu kerja yang dihasilkan pada tahap piawai.*
- 24. A fast learner  
*Seorang yang cepat memahami.*
- 25. Able to recognize job priority.  
*Mampu mengenalpasti tugas yang menjadi keutamaan..*


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**Leadership skills**

- 26. Knows the goals of the organization.  
*Mengetahui matlamat organisasi.*
- 27. An emotionally stable person.  
*Seorang yang stabil emosinya.*
- 28. Willing to take leadership responsibility.  
*Sanggup menerima tugas kepimpinan.*

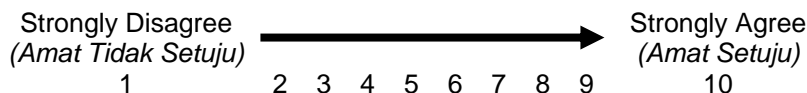

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**SECTION D: Adequacy of university's curriculum**

*(Menilai samada kurikulum universiti memberi persediaan yang mencukupi bagi latihan praktik)*

To assess adequacy of university's curriculum in preparing students for the job training. Using the Likert Scale 1 – 10, put the number that most nearly expresses your overall judgment on each quality in the given box.



- a. Intern is given task related to their area of education.  
*Pelatih diberi tugas berkaitan bidang pelajarannya.*
- b. Intern can perform the task related to their area of education.  
*Pelatih mampu menjalankan tugas yang berkaitan dengan bidang pelajarannya*
- c. Intern is properly attired/has a proper appearance  
*Pelatih mempunyai penampilan diri yang sesuai*
- d. Overall, intern has a good behaviour  
*Secara keseluruhan, pelatih mempunyai akhlak yang baik*


**SECTION E:**

State any weaknesses of the intern: *(Nyatakan kelemahan pelatih jika ada)*

Please suggest ways to improve intern's capability. *(Sila cadangkan penambahbaikan untuk pelatih ini)*

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State any strengths of the intern: *(Nyatakan kelebihan/kekuatan pelatih jika ada)*

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Would you employ or recommend this intern if you are given the opportunity?

*(Jika diberi peluang, adakah anda bersedia untuk mengambil atau mencadangkan pelatih sebagai kakitangan di syarikat anda?)*

YES  NO

**This form should be signed by the Supervisor/Officer assigned to oversee the intern.  
(*Borang ini perlu ditandatangani oleh Penyelia/Pegawai yang mengawasi pelatih ini*)**

**SIGNATURE** : .....

**NAME** : .....

**OFFICIAL STAMP** : .....

**DATE** : .....