



EMPLOYER’S CONFIDENTIAL ASSESSMENT FORM
INDUSTRIAL TRAINING (PRACTICUM)

The organisation confidential report is the organisations’ view to judge the student’s performance in the areas of their work, conduct, character and capabilities. This report contributes to **20% of the student’s total marks** for their practicum. This report is essential to the School of Tourism, Hospitality and Environmental Management, UUM COLGIS in improving, in particular the quality of our practicum training students.

Kindly fill up the form and return it to the student in sealed envelope at the end of the training period.

All the information provided will be treated strictly **CONFIDENTIAL**.

Student’s Name: _____ Matric no.: _____
Program of Study: <u>Bachelor of Hospitality Management (BHM)</u>
Organisation: _____

Kindly circle the appropriate scales:

	Poor	Average	Excellent
1. SELF-DISCIPLINE			
(a) Punctuality	1	2	3
(b) Able to receive and execute work instructions as specified within the stipulated period	1	2	3
(c) Willingness to accept the responsibilities and accountable in performing the tasks assigned	1	2	3
 2. ABILITY TO ANALYZE			
(a) Able to share opinion/view	1	2	3
(b) Demonstrates high initiative to improve knowledge	1	2	3

Employer’s signature:

Organisation’s official stamp:

3. LEADERSHIP ABILITY	Poor		Average		Excellent
(a) Demonstrate ability to solve problem	1	2	3	4	5
(b) Able to work in team	1	2	3	4	5
(c) Show leadership quality	1	2	3	4	5
(d) Potray proactive attitude	1	2	3	4	5

4. SKILLS					
(a) Oral communication skills	1	2	3	4	5
(b) Willingness to learn new skills/knowledge	1	2	3	4	5
(c) Ability to demonstrate technical skills	1	2	3	4	5
(d) Able to make decision accordingly	1	2	3	4	5
(e) Able to plan and implement the tasks given	1	2	3	4	5
(f) Work quality	1	2	3	4	5

5. PERSONALITY					
(a) Appropriate and tidy	1	2	3	4	5
(b) Personal hygiene/cleanliness	1	2	3	4	5
(c) Friendliness	1	2	3	4	5
(d) Emphaty - ability to understand customers and colleagues	1	2	3	4	5
(e) Level of confidence	1	2	3	4	5

Total: _____ / 100

7. Other Comments (if any).

Employer's signature:

Organisation's official stamp:

8. Did the student receive allowance from your esteemed organisation during his/her practicum training?

Yes / No (Kindly circle where appropriate)

If Yes, kindly state the amount per month : RM.....

Signature : _____ Organisation's official stamp: _____

Officer's Name : _____ Date : _____

Official Phone Number : _____ (ext.: _____)

The School of Tourism, Hospitality and Environmental Management (STHEM) would like to thank you for your cooperation in completing this form.

UUM Practicum Report Supervisor's Name: _____

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