



UUM COLGIS

College of Law, Government and International Studies

Respected Supervisor

We would like to extend our appreciation and gratitude for your willingness to accept our students to undergo their practicum at your organization. UUM COLGIS is pleased for your support to help our students so that they may gain beneficial experiences throughout their training at your organization and in return benefit your organization. We strongly hope this cooperation could be continued for a long time in a prosperous way.

We design this evaluation form to help you to give your assessment on our students' performance while undergoing their practicum training at your organization. Your assessment is crucial as a part of the evaluation components to grading the students. We would like to request on your part to arrange a timed schedule meeting with our students to give you an opportunity to assess their performance. We hope that this meeting would be a learning process for the students when you share your assessment with them. This evaluation form is therefore equally important as a reference in their final grading and as a reference for their career undertaking.

In addition to this evaluation form, we would appreciate it very much if you could produce a reference letter in behalf of our students which is important for their career development process.

After completing filling this form, please return it in a sealed envelope no later than one (1) week after the last day of practicum period to the respective UUM supervisor at the following address:

(RESPECTIVE UUM SUPERVISOR'S NAME)

.....

COLLEGE OF LAW, GOVERNMENT AND INTERNATIONAL STUDIES (UUM COLGIS)

UNIVERSITI UTARA MALAYSIA

06010 UUM SINTOK

KEDAH DARULAMAN

MALAYSIA

(Please refer contact and fax numbers on last page)

Thank you for your support

**EMPLOYER'S CONFIDENTIAL ASSESSMENT FORM
(STUDENTS' PERFORMANCE)**

This performance appraisal contributes **20 per cent** from the total practicum marks. It serves as important information for UUM COLGIS in our effort to improve the quality of students' practicum training. Please complete the following questions to reflect your opinions as fairly and accurately as possible.

Your information will be kept strictly confidential.

| |
|--|
| <p>Student Name: _____ Matric Number: _____</p> <p>Program: Bachelor of Public Management/Bachelor of Development Management/ Bachelor of International Affairs Management</p> <p>UUM Supervisor's Name: _____</p> |
|--|

| |
|---|
| <p>Employer's Name & Official Stamp: _____</p> <p>Signature: _____ Date: _____</p> |
|---|

Please outline tasks/jobs given to the student.

Please circle at an appropriate scale:

| Very unsatisfactory | Unsatisfactory | Average | Satisfactory | Very Satisfactory |
|------------------------|----------------|---------|--------------|-------------------|
| 1 | 2 | 3 | 4 | 5 |

| | | | | | | |
|----|--|---|---|---|---|---|
| 1 | Student able to complete task/job in due time. | 1 | 2 | 3 | 4 | 5 |
| 2 | Student able to comply with job instructions and able to complete all procedures and instructions specified. | 1 | 2 | 3 | 4 | 5 |
| 3 | Student is willing to execute the given task/job and be responsible to it. | 1 | 2 | 3 | 4 | 5 |
| 4 | Task's/job's quality completed by students. | 1 | 2 | 3 | 4 | 5 |
| 5 | Student's analytical skill. | 1 | 2 | 3 | 4 | 5 |
| 6 | Student able to manage the task/job satisfactorily. | 1 | 2 | 3 | 4 | 5 |
| 7 | Student is independence in executing the task/job. | 1 | 2 | 3 | 4 | 5 |
| 8 | Student shows initiative to execute additional tasks/jobs. | 1 | 2 | 3 | 4 | 5 |
| 9 | Student's adaptability at workplace. | 1 | 2 | 3 | 4 | 5 |
| 10 | Overall assessment on student's task/job performance. | 1 | 2 | 3 | 4 | 5 |

Other comments (if any)

**EMPLOYER'S CONFIDENTIAL ASSESSMENT FORM
(SOFT SKILLS)**

This performance appraisal contributes **40 per cent** from the total practicum marks. It serves as important information for UUM COLGIS in our effort to improve the quality of students' practicum training. Please complete the following questions to reflect your opinions as fairly and accurately as possible.

Your information will be kept strictly confidential.

| |
|--|
| <p>Student Name: _____ Matric Number: _____</p> <p>Program: Bachelor of Public Management/Bachelor of Development Management/ Bachelor of International Affairs Management</p> <p>UUM Supervisor's Name: _____</p> |
|--|

| |
|---|
| <p>Employer's Name & Official Stamp: _____</p> <p>Signature: _____ Date: _____</p> |
|---|

Please circle at an appropriate scale:

| | | | | |
|------------------------|----------------|---------|--------------|-------------------|
| Very unsatisfactory | Unsatisfactory | Average | Satisfactory | Very Satisfactory |
| 1 | 2 | 3 | 4 | 5 |

A. COMMUNICATION SKILLS

- | | | | | | |
|--|---|---|---|---|---|
| 1. Student able to convey ideas in verbal clearly, efficiently and confidently. | 1 | 2 | 3 | 4 | 5 |
| 2. Student able to convey ideas in writing clearly, efficiently and confidently. | 1 | 2 | 3 | 4 | 5 |

| | | | | | | |
|----|---|---|---|---|---|---|
| 3. | Ability in active listening skill and to reply | 1 | 2 | 3 | 4 | 5 |
| 4. | Student able to give a presentation clearly and confidently and match the audience level. | 1 | 2 | 3 | 4 | 5 |
| 5. | Student able to use technology in presentation. | 1 | 2 | 3 | 4 | 5 |
| 6. | Ability in negotiation and making decision. | 1 | 2 | 3 | 4 | 5 |
| 7. | Student able to communicate with people from different cultures. | 1 | 2 | 3 | 4 | 5 |
| 8. | Student able to extend personal communication. | 1 | 2 | 3 | 4 | 5 |

B. CRITICISM AND PROBLEM SOLVING SKILLS

| | | | | | | |
|-----|--|---|---|---|---|---|
| 9. | Ability in identifying and analysing complex and abstract situation and able to make a justifiable assessment. | 1 | 2 | 3 | 4 | 5 |
| 10. | Ability in extending and improving thinking skills such as explaining, analysing and assessing the discussion. | 1 | 2 | 3 | 4 | 5 |
| 11. | Student able to find ideas and alternative solutions. | 1 | 2 | 3 | 4 | 5 |

C. TEAM WORKING SKILLS

| | | | | | | |
|-----|--|---|---|---|---|---|
| 12. | Student able to build a good relationship through interaction with others and work in group effectively. | 1 | 2 | 3 | 4 | 5 |
| 13. | Student able to understand and to switch responsibility between leader and team member. | 1 | 2 | 3 | 4 | 5 |
| 14. | Student able to recognize and respect attitude, behaviour of other individuals. | 1 | 2 | 3 | 4 | 5 |

D. CONTINUOUS SKILLS AND INFORMATION MANAGEMENT

| | | | | | | |
|-----|--|---|---|---|---|---|
| 15. | Ability to find and to manage relevant information from various sources. | 1 | 2 | 3 | 4 | 5 |
| 16. | Student able to accept new ideas and to be self-educated. | 1 | 2 | 3 | 4 | 5 |
| 17. | Student able to expand inquisitive mind and thirst for knowledge. | 1 | 2 | 3 | 4 | 5 |

E. ETHICS AND PERSONAL MORAL

| | | | | | |
|---|---|---|---|---|---|
| 18. Student able to understand the cost of economics, environment and socio-culture in professional practice. | 1 | 2 | 3 | 4 | 5 |
| 19. Student able to analyse and to make decision in solving ethics related problems. | 1 | 2 | 3 | 4 | 5 |
| 20. Student able to show ethical behaviour responsively. | 1 | 2 | 3 | 4 | 5 |

F. DISCIPLINE AND PRESENTATION

| | | | | | |
|---------------------------------|---|---|---|---|---|
| 21. Punctuality | 1 | 2 | 3 | 4 | 5 |
| 22. Attendance | 1 | 2 | 3 | 4 | 5 |
| 23. Neat and appropriate attire | 1 | 2 | 3 | 4 | 5 |
| 24. Straight hair/headscarf | 1 | 2 | 3 | 4 | 5 |
| 25. Cleanliness | 1 | 2 | 3 | 4 | 5 |

Does this student receive any allowance from your organization during practicum period? Yes/No

Other comments (if any)

THANK YOU

*** Kindly return the completed form by fax or mail to respective UUM report supervisor at the respective address as stated below:**

For BPM and BDM student kindly send it to:-

For BIAM student kindly send it to:-

(UUM Report Supervisor's Name)

(UUM Report Supervisor's Name)

.....

.....

**SCHOOL OF GOVERNMENT
COLLEGE OF LAW, GOVERNMENT
AND INTERNATIONAL STUDIES
UNIVERSITI UTARA MALAYSIA 06010
UUM SINTOK
KEDAH DARULAMAN**

**SCHOOL OF INTERNATIONAL
STUDIES COLLEGE OF LAW,
GOVERNMENT AND INTERNATIONAL
STUDIES UNIVERSITI UTARA
MALAYSIA 06010 UUM SINTOK
KEDAH DARULAMAN**

**Tel : (+60)04-928 7906
Fax : (+60)04-928 7914**

**Tel : (+60)04-928 8459/8463
Fax : (+60)04-928 8470**