



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

FAKULTI PERTANIAN
FACULTY OF AGRICULTURE

فاكولتي قرتانين

PENGESAHAN DAN PENILAIAN MAJIKAN BAGI LATIHAN INDUSTRI
(EMPLOYER'S EVALUATION AND CONFIRMATION ON INDUSTRIAL TRAINING)

Arahan (*Instructions*) :

Bahagian I : Diisi oleh pelajar ; **Bahagian II & III** : Diisi oleh Jabatan / Majikan di mana Latihan Industri dijalankan

(**Part I** : To be filled by the student ; **Part II & III** : To be filled by the Department / Employer where the Industrial Training is undertaken)

BAHAGIAN I (Part I) MAKLUMAT PELAJAR DAN LATIHAN

Maklumat pelajar dan latihan untuk diisi oleh pelajar (*Particulars of student and training to be filled by student*)

| | | | | | |
|---|--|--|---|---|--|
| 1 | Nama / Name | | | | |
| 2 | No. Matrik / Matric No. | | 3 | Program / Programme | |
| 4 | Nama Syarikat / Company's Name | | | | |
| 5 | Alamat Syarikat / Company's Address | | | | |
| 6 | No. Tel / Phone. No | | 7 | No. Faks / Fax No. | |
| 7 | Tarikh Mula Latihan / Training Start Date | | 8 | Tarikh Tamat Latihan / Training End Date | |
| 8 | Jenis Latihan Yang Diberi / Type of Training Given | | | | |
| | | | | | |

BAHAGIAN II (Part II) : PENILAIAN MAJIKAN (EMPLOYER'S EVALUATION)

Penilaian pelajar oleh majikan. Tandakan ✓ di mana sesuai (*Employer's evaluation of student. Mark ✓ where appropriate*).

1 : Tidak Memuaskan (*Not Satisfactory*)

2 : Memuaskan (*Satisfactory*)

3 : Baik (*Good*)

4 : Sangat Baik (*Very Good*)

5 : Cemerlang (*Excellent*)

PERKARA DINILAI (SUBJECT OF EVALUATION)

| 1. Ciri-ciri peribadi (<i>Personal characteristics</i>) | | | | | |
|---|----------|----------|----------|----------|----------|
| | 1 | 2 | 3 | 4 | 5 |
| a. Minat, kemahuan belajar dan semangat kerja (<i>Interest, willingness to learn, and work enthusiasm</i>) | | | | | |
| b. Kerjasama, pergaulan dan kematangan (<i>Cooperation, sociability and maturity</i>) | | | | | |

| 2. Prestasi Kerja (<i>Work performance</i>) | | | | | |
|---|----------|----------|----------|----------|----------|
| | 1 | 2 | 3 | 4 | 5 |
| a. Tanggungjawab, kepimpinan, ketepatan masa dan kesediaan bekerja (<i>responsibility, leadership, punctuality, and job preparedness</i>) | | | | | |
| b. Inisiatif, sikap, kerajinan dan motivasi (<i>initiative, attitude, diligence, and motivation</i>) | | | | | |
| c. Pengetahuan dan mutu kerja / kecekapan (<i>knowledge on subject and work quality/efficiency</i>) | | | | | |

- 3. Ulasan lain seperti kebolehan berkomunikasi dan profesionalisme. Gunakan lampiran jika perlu (*Other comments e.g. ability to communicate and professionalism. Please use appendix if necessary*)**

BAHAGIAN III (*Part III*) : PENGESAHAN (*CONFIRMATION*)

Dengan ini disahkan bahawa pelajar tersebut telah menjalani latihan praktik di jabatan / syarikat kami seperti Bahagian I . (*This is to confirm that the above student had undergone practical training in our department/company as stated in Part I*)

1. Tandatangan (*Signature*) :
2. Nama (*Name*) :
3. Jawatan (*Position*) :
4. Cop (*Stamp*) :

5. Tarikh (*Date*) :

Masa dan kerjasama tuan sangat dihargai. Diucapkan berbanyak terima kasih. Sila kembalikan borang penilaian ini kepada penyelia (pemantau) Latihan Industri pelajar atau emel ke alamat berikut :

(Your time and co-operation are greatly appreciated. Thank you very much. Please return this evaluation form to the student's industrial training supervisor or fax or mail to the following address) :

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