



UNIVERSITI TEKNOLOGI MARA
FACULTY OF ACCOUNTANCY
LOGBOOK AND EMPLOYER EVALUATION
FORM @ LEEF

A. Name of Trainee : Student No:.....

B. Organisation/Company Name and Address :

C. Duration of Training: From : To :

D. Please indicate your evaluation of the trainee with respect to the following criteria. Please *circle* the appropriate number against each statement using the scale given below.

| Excellent | Good | Satisfactory | Moderate | Poor |
|-----------|------|--------------|----------|------|
| 5 | 4 | 3 | 2 | 1 |

D1. LOGBOOK EVALUATION

| | | | | | |
|---|---|---|---|---|---|
| 1. Scope/ Appropriateness/ Sufficiency | 5 | 4 | 3 | 2 | 1 |
| 2. Clarity/Completeness | 5 | 4 | 3 | 2 | 1 |
| 3. Maturity/Depth | 5 | 4 | 3 | 2 | 1 |
| 4. Writing skills/ Grammar/Organization | 5 | 4 | 3 | 2 | 1 |

D2. EMPLOYER EVALUATION

| | | | | | |
|--|---|---|---|---|---|
| 1. General Skill & Motivation. | | | | | |
| • General capability to perform assigned tasks. | 5 | 4 | 3 | 2 | 1 |
| • Willingness to learn and acquire knowledge. | 5 | 4 | 3 | 2 | 1 |
| 2. Job Competency. | | | | | |
| • Able to complete assigned tasks efficiently and effectively. | 5 | 4 | 3 | 2 | 1 |
| • Able to meet assigned deadlines | 5 | 4 | 3 | 2 | 1 |
| 3. Interpersonal Skills. | | | | | |
| • Relationship with peers/supervisor | 5 | 4 | 3 | 2 | 1 |
| • Ability to work in a team | 5 | 4 | 3 | 2 | 1 |
| 4. Responsibility. | | | | | |
| • Job accountability of the trainee. | 5 | 4 | 3 | 2 | 1 |
| • The trainee is committed in executing assigned tasks. | 5 | 4 | 3 | 2 | 1 |
| 5. Compliance With Working Requirements. | | | | | |
| • The trainee comes to work every working day. | 5 | 4 | 3 | 2 | 1 |

| | | | | | |
|--|--|---|---|---|---|
| • Punctuality at work. | 5 | 4 | 3 | 2 | 1 |
| • Willingness to work overtime. | 5 | 4 | 3 | 2 | 1 |
| • The trainee is well-groomed and neat in appearance. | 5 | 4 | 3 | 2 | 1 |
| 6. The trainee's knowledge and understanding of concepts/skills. | | | | | |
| • General knowledge. | 5 | 4 | 3 | 2 | 1 |
| • Business knowledge. | 5 | 4 | 3 | 2 | 1 |
| • Technical knowledge. | 5 | 4 | 3 | 2 | 1 |
| • Digital skill. | 5 | 4 | 3 | 2 | 1 |
| 7. Report Writing Ability. | | | | | |
| • Technical reports. | 5 | 4 | 3 | 2 | 1 |
| • Non-technical reports. | 5 | 4 | 3 | 2 | 1 |
| 8. The trainee's ability to communicate his ideas. | | | | | |
| • In Bahasa Malaysia (orally & written). | 5 | 4 | 3 | 2 | 1 |
| • In English (orally & written). | 5 | 4 | 3 | 2 | 1 |
| 9. Please tick one appropriate box below. | | | | | |
| The trainee: | | | | | |
| <input type="checkbox"/> | Required constant supervision, over dependent. | | | | |
| <input type="checkbox"/> | Lacked initiative; must be instructed from time to time. | | | | |
| <input type="checkbox"/> | Performed work as directed. | | | | |
| <input type="checkbox"/> | Required little supervision. | | | | |
| <input type="checkbox"/> | Worked independently. | | | | |
| 10. State any weaknesses of the trainee. | | | | | |
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| | | | | | |
| | | | | | |
| 11. State the strengths/potential of the trainee. | | | | | |
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| | | | | | |
| 12. Other Comments. | | | | | |
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| | | | | | |
| | | | | | |

This form should be signed by the supervisor/officer assigned to oversee the trainee.

Signature : Date:

Name :

Position and Company Stamp :