

Form S2 (1/3) (students)



Al-Imam Mohammad Ibn Saud Islamic University

College of Engineering

Form S2: Trainee's Confidential Performance Evaluation Report from the Training Organization

CONFIDENTIAL

Note to the External Supervisor: This is a confidential student evaluation form. It is your professional responsibility to keep the contents of this form secret from the student. Please transmit this form to the student in a signed and sealed official envelope to protect its confidentiality.

a) Student			
Student's Name	Student Number	Academic Department	Duration of Training From To
b) Training Organization			
Name of Training Organization	Telephone Fax	Mailing Address	Name & Email of Training Supervisor
c) Attendance			
Total Days of Training	Total days of absence without a valid excuse	Type of Excuse	Daily Working Hours

Form S2 (2/3) (students)

CONFIDENTIAL

d) Trainee's Performance Evaluation by the External Training Supervisor

Please rate the Trainee's Performance on a scale of 1-5 in the following table. Use '1' for 'Poor' and '5' for 'Excellent'.

	Excellent 5	Very Good 4	Good 3	Fair 2	Poor 1	Comments
Attendance and punctuality						
Cooperation and teamwork						
Taking initiative and accepting responsibility						
Awareness and observance of safety rules and regulations						
Ability to apply theoretical concepts to real life problems.						
Communication skills (Oral & Written)						
Ability to learn new things						
Ability and willingness to carry out hands-on type jobs						
Leadership qualities and judgment						
Maintenance of the bi-weekly log-book						

