

**FACULTY OF COMMUNICATION & MEDIA STUDIES
UNIVERSITI TEKNOLOGI MARA
SHAH ALAM SELANGOR DARUL EHSAN
TEL : 5544 4860 FAX : 55444861**

PRACTICAL TRAINING EVALUATION FORM :

BROADCASTING PROGRAMME

PERIOD OF TRAINING

TO

Name of student _____	Name of Supervisor _____
I/C NO _____	Designation _____
Student Matrix No _____	Duration of Supervision _____
Training Organisation _____	

PART 1 : JOB PERFORMANCE EVALUATION

NATURE OF ASSIGNMENT GIVEN	COMMENTS & ASSESSMENT
1. Ability in Scripwriting	
2. Competency in Script Translation	
3. Ability in Pre-Production Planning	
4. Capability in Conducting Research	
5. Ability in Production Proposal Writing	
6. Ability in Production Scheduling	
7. Ability in Conducting Interviews & Stand-Upper Work	
8. Capability in Compere work or being a Host of a Programme	
9. Capability in doing Directiing Work	
10. Competency in Post-production planning	
11. Ability to do Online Editing	

PART 2 : PERSONAL COMPETENCY

1. Level of Accuracy in Doing Work

Excellent	1	2	3	4	5	Poor
-----------	---	---	---	---	---	------

2. Thoroughness in Doing Work

Excellent	1	2	3	4	5	Poor
-----------	---	---	---	---	---	------

3. Ability to Do Work Systematically

Excellent	1	2	3	4	5	Poor
-----------	---	---	---	---	---	------

4. Ability to Understand & Carry Out Instructions

Excellent	1	2	3	4	5	Poor
-----------	---	---	---	---	---	------

5. Ability to Make Decisions on the Job

Excellent	1	2	3	4	5	Poor
-----------	---	---	---	---	---	------

6. Ability to Meet Deadlines

Excellent	1	2	3	4	5	Poor
-----------	---	---	---	---	---	------

7. Understand & Able to Apply Principles of Broadcasting to Work

Excellent	1	2	3	4	5	Poor
-----------	---	---	---	---	---	------

8. Level of Motivation

Excellent	1	2	3	4	5	Poor
-----------	---	---	---	---	---	------

9. Punctuality

Excellent	1	2	3	4	5	Poor
-----------	---	---	---	---	---	------

10. Aptitude Toward Broadcasting Work

Excellent	1	2	3	4	5	Poor
-----------	---	---	---	---	---	------

11. Language Competency

(a) Bahasa Malaysia

Excellent	1	2	3	4	5	Poor
-----------	---	---	---	---	---	------

(b) English

Excellent	1	2	3	4	5	Poor
-----------	---	---	---	---	---	------

12. Initiative to Work Independently

Excellent	1	2	3	4	5	Poor
-----------	---	---	---	---	---	------

13. Ability to Communicate Verbally

Excellent	1	2	3	4	5	Poor
-----------	---	---	---	---	---	------

PART 3 : PERSONALITY

14. Appearance

Excellent	1	2	3	4	5	Poor
-----------	---	---	---	---	---	------

15. Manners

Excellent	1	2	3	4	5	Poor
-----------	---	---	---	---	---	------

16. Self-Confidence

Excellent	1	2	3	4	5	Poor
-----------	---	---	---	---	---	------

17. Cooperation with Fellow Workers

Excellent	1	2	3	4	5	Poor
-----------	---	---	---	---	---	------

18. Ability to Accept Criticism

Excellent	1	2	3	4	5	Poor
-----------	---	---	---	---	---	------

PART 4 : GENERAL COMMENTS

(i) Briefly, please indicate the weaknesses that this trainee may have while under your supervision.

(ii) Please list the strengths that this trainee may possess.

(iii) What future career potentials this trainee worth pursuing?

Signature : Date:

Company Shop