



**TAYLOR'S
BUSINESS SCHOOL**



**TAYLOR'S
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Wisdom • Integrity • Excellence

COMPANY EVALUATION FORM

Name of Student	Darren Yap Chee Kiang
Student ID	0305760
Programme	Bachelor of Business (Hons) International Business & Marketing
Level of Study (Sem/Year)	Sem 4, Year 2
Name of Company	Mondelez Malaysia Sales Sdn. Bhd.
Job Designation	Marketing Intern
Internship Duration	Start date: 29 Dec 2014
	End date: 20 March 2015
Name of Company Supervisor	Tan Mei Ying

GENERAL FEEDBACK & RECOMMENDATION

Darren has exhibited clear persistence and diligence in achieving his end goal of completing his internship. To better achieve his broader goal of learning as much as he can from each experience, feedback has been shared & discussed at length with him that a commitment to taking feedback, acting upon it as well as making sure to practice active listening would go a long way.

This form gauges the performance of the student and highlights his/her strong points and areas for improvement.

Quality of Work

1. Reports to work punctually

☐ Outstanding ☒ Very Good ☐ Average ☐ Unsatisfactory

2. Has a positive attitude towards work

☐ Outstanding ☐ Very Good ☐ Average ☒ Unsatisfactory

3. Dresses appropriately

☒ Outstanding ☐ Very Good ☐ Average ☐ Unsatisfactory

4. Completes tasks and assignments effectively

☐ Outstanding ☐ Very Good ☒ Average ☐ Unsatisfactory

5. Responsible, reliable and is committed to work

☐ Outstanding ☐ Very Good ☐ Average ☒ Unsatisfactory

6. Adheres to rules and regulations

☐ Outstanding ☒ Very Good ☐ Average ☐ Unsatisfactory

7. Able to work independently

☐ Outstanding ☐ Very Good ☐ Average ☒ Unsatisfactory

Communication Skills & Interpersonal Effectiveness

1. Communicates clearly and concisely (Oral)

☐ Outstanding ☐ Very Good ☐ Average ☒ Unsatisfactory

2. Communicates clearly and concisely (Written)

☐ Outstanding ☐ Very Good ☒ Average ☐ Unsatisfactory

3. Interacts well with others

☐ Outstanding ☐ Very Good ☒ Average ☐ Unsatisfactory

4. Deals effectively with uncooperative or difficult people

☐ Outstanding ☐ Very Good ☐ Average ☒ Unsatisfactory

Problem-Solving and Decision-Making

1. Thinks in a logical manner

☐ Outstanding ☐ Very Good ☒ Average ☐ Unsatisfactory

2. Analyzes and solves problems effectively

☐ Outstanding ☐ Very Good ☒ Average ☐ Unsatisfactory

3. Thinks of creative ideas and innovative solutions

☐ Outstanding ☐ Very Good ☒ Average ☐ Unsatisfactory

Planning and Organisation

1. Sets realistic work goals for assigned tasks

☐ Outstanding ☐ Very Good ☒ Average ☐ Unsatisfactory

2. Manages time and tasks effectively

☐ Outstanding ☐ Very Good ☒ Average ☐ Unsatisfactory

3. Follows directions

☐ Outstanding ☐ Very Good ☒ Average ☐ Unsatisfactory

Learning & Potential Growth

1. Takes initiative to seek out new learning experiences

☐ Outstanding ☐ Very Good ☐ Average ☒ Unsatisfactory

2. Seeks out answers, when in doubt

☐ Outstanding ☐ Very Good ☒ Average ☐ Unsatisfactory

3. Seeks feedback for self-improvement

☐ Outstanding ☒ Very Good ☐ Average ☐ Unsatisfactory

4. Accepts constructive criticism non-defensively

☐ Outstanding ☐ Very Good ☐ Average ☒ Unsatisfactory

5. Works to strengthen weaknesses

☐ Outstanding ☐ Very Good ☐ Average ☒ Unsatisfactory

6. Passion for work

☐ Outstanding ☐ Very Good ☒ Average ☐ Unsatisfactory

7. Positive attitude towards work

☐ Outstanding ☐ Very Good ☒ Average ☐ Unsatisfactory

OVERALL PERFORMANCE

☐ Outstanding ☐ Very Good ☒ Average ☐ Unsatisfactory

Top three (3) strengths exhibited by the student:

Darren clearly has the basics required - a good sense of punctuality and being appropriate at the workplace.

Another core strength that he has demonstrated is persistence and diligence in follow up on tasks that he

chooses to undertake fully.

Top three (3) areas that requires improvement:

With feedback from colleagues and agency partners, three clear development needs have been identified, which

have also been discussed at length in monthly check-ins. They are: 1. Accepting feedback; 2. Acting upon feedback

in order to learn from mistakes; 3. Active listening as part of learning on the job.

This report has been discussed with the student

☒ YES

☐ NO

Company Supervisor's Signature :



Student's Signature :



Date :

20 March 2015

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