**TAMALE TECHNICAL UNIVERSITY**

**INDUSTRIAL ATTACHMENT ASSESSMENT FORM**

Matric Number………………Level………Industrial Attachment (tick) 1st █ OR 2nd █

Name of Student……………………………………………………………………

Name and Address of Industry / Organisation……………………………………………...

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Job(s) Assigned to student: 1…………………………………………………………

2……………………………………………………………………………………………..

3……………………………………………………………………………………………

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| **DIRECTION**: Please indicate by means of a circle the degree to which the student measure up to the area stated below. Please mail to the `” Industrial Liaison Officer, Tamale Technical University P.O. Box 3 E/R, Tamale” OR properly secure it for the student for onward submission | | |
| **COMPETENCIES** | **SCORING GUIDE**  0.ABSENT  1. WEAK  2. MINIMUM  3. AVERAGE  4. GOOD  5. OUTSTANDING | **COMMENTS** |
| **A GENERAL EMPLOYABILITY SKILLS**  1.Ability to complete work on schedule  2.Ability to follow instructions carefully  3.Ability to take initiatives  4.Ability to work with little supervision  5.Ability to work with other staff  6.Adherence to organization’s rules and regulations  7.Adherence to safety and environmental rules  8.Resourcefulness | 0 1 2 3 4 5  0 1 2 3 4 5  0 1 2 3 4 5  0 1 2 3 4 5  0 1 2 3 4 5  0 1 2 3 4 5  0 1 2 3 4 5  0 1 2 3 4 5 |  |
| **B. ATTITUDE TO WORK**  9.Attendance to work  10.Punctuality  11.Desire to work  12.Willingness to accept new ideas and suggestions | 0 1 2 3 4 5  0 1 2 3 4 5  0 1 2 3 4 5  0 1 2 3 4 5 |  |
| **C. HUMAN RELATIONS**  13.Relationship with subordinates  14.Relatioship with colleagues  15.Relationship with superiors  16.Emotional control (ability to control emotions when provoked) | 0 1 2 3 4 5  0 1 2 3 4 5  0 1 2 3 4 5  0 1 2 3 4 5 |  |

TOTAL SCORE……………………………………………………………………………

GENERAL REMARKS…………………………………………………………………………………………………………………………………

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NAME OF SUPERVISOR……………………………………………………………………………………………………………………………

SIGNATURE /OFFICIAL STAMP……………………………………………………….DATE……………………………………………..

BE COMPLETED BY HEAD OF DEPARTMENT OF STUDENT’S INSTITUTION

NO. OF CREDIT HOURS…………………………RECOMMENDED SCORE AND GRADE…………………………………………