



**RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY**  
**NAKURU/NJORO ROAD • P.O. BOX 7182-20100 • CELL PHONE: 0720668238,**  
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**MOTTO : ‘ Technology for industrialization’**

Attache's Name: \_\_\_\_\_ Adm.no: \_\_\_\_\_

Course: \_\_\_\_\_ Institution Attached: \_\_\_\_\_

Work station: \_\_\_\_\_ Place: \_\_\_\_\_

Station / Supervisor/ Hotel: \_\_\_\_\_ Signature: \_\_\_\_\_

Assessor gives the evaluation of the attaché's conduct and performance of duty during the visitation guided by the following: -

S/N	QUALITY AREAS	REMARKS	MAX	ACTUAL
1	ATTITUDE: Towards work and work station, workmates and authority; willingness to work or take extra duties and responsibility.		5	
2	DEPENDABILITY: Enthusiastic; work with minimum supervision, reliability		5	
3	COMMITMENT TO DUTY: Time consciousness, reporting to work, contribution towards organization's policy		5	
4	APTITUDE: Ability to learn, creativity, initiative ability to follow institutions.		5	
5	INDUSTRY: Persistent, interested, motivated, resourcefulness		5	
6	WORKMANSHIP: Precise, creative, neatness, adequacy, output, relevance to attache's course of study		5	
7	CARE OF RESOURCE: Organized, neatness, tidiness of work and work station, conduciveness.		5	
8	SAFETY AWARENESS: Safety precautions, first aid skills, safe working stations, system arrangement of work station		5	
9	WORKING RELATIONSHIP: Team spirit, interpersonal relationship, rapport		5	
10	SELF PRESENTATION: Composure, clarity of speech endurance, patience, grooming, personality and appearance		5	
11	OBEDIENCE: Willing to follow institutions, disciplined, acceptance of criticism		5	
12	RECORDS-LOG BOOK & QUESTIONNATE (Ration 2:1) Completeness, neatness, daily and weekly entries, language use, evidence of supervisor's inspection		30	
13	PROGRESS : Performance level, meeting obligations, professionalism		5	
14	OVERAL PERFORMANCE: Overall estimates of attache's work, striking features		10	
	NB: Solicit for reaction from the attache' and station supervisor through inquiry in awarding marks.		%	
			Grade	



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**QUESTIONNAIRE DURING THE VISIT OF TRAINEES ON ATTACHMENT**

Attachee’s name: \_\_\_\_\_ ADM.NO. \_\_\_\_\_ COURSE CODE: \_\_\_\_\_

Part 1: (To be filled by the trainee)

1. When did you report to your attachment place? \_\_\_\_\_
2. How were you received and were you oriented in your work station and who did it?  
\_\_\_\_\_  
\_\_\_\_\_
3. To whom do you give your daily report? \_\_\_\_\_
4. Who assigns you duties and what post does he/ she hold in the establishment? \_\_\_\_\_  
\_\_\_\_\_
5. Did you sit down with your attacher to plan for the activities that you will be scheduled for during your attachment period? \_\_\_\_\_
6. How does the staff in the establishment treat you? \_\_\_\_\_  
\_\_\_\_\_
7. Are there any problems that you are facing? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Any suggestions you would propose to make your stay in the establishment more fruitful? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART 2: (TO BE FILLED BY TH ATTACHER)**

What do you think we can do to improve on the collaboration linkage?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note to the assessor: -

- ✓ Make sure you also check and sign the logbook.
- ✓ Make a report at the back of this form.

The purpose of this report is to try and determine some of the strengths and weaknesses exhibited by the attachee' during his / her stay in the station. On the basis of this report and any other from the organization, RVIST will take whatever steps that may be necessary to help the student (attache') prepare for the work in the industry / business enterprise.

Please be as objective as possible: -

a. Current field of attachment: \_\_\_\_\_

Sections / areas attache' has been exposed to:

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b. Observation of attache's concern (if any):

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c. Other remarks (please specify)

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**RVIST / EXTERNAL ASSESSOR'S NAME:** \_\_\_\_\_

**ASSESSOR'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*Please return this form immediately after attachment visitation and not later those 4 days after visitation.*