



OJT PERFORMANCE EVALUATION FORM

Document No.: ICEP-OJT-05A-03

Effective Date: October 28, 2019

Name of Trainee:
Company Name:
Training Period:
Assigned Department:
Equivalent Hours:


Instruction: Please rate the above – mentioned trainee’s work performances based on his/her technical and personal skills as follows and send this document back in a company sealed envelope with your specimen signature at the envelope’s flap.

Rating Reference:

- Excellent 5
- Very Good 4
- Good 3
- Fair 2
- Poor 1

Part I. Technical and Personal Competency

A. Technical Skills	RATING
A1. Quality of Work: This measures the trainee’s ability to meet the required completeness, correctness and neatness of work output.	
A2. Quantity of Work: This considers the volume of work completed at a given time under normal working condition.	
A3. Job Knowledge and Skill: This considers the extent to which the trainee possesses knowledge and understanding of a job and other related jobs as well as skills required.	
A4. Judgment: This considers the extent to which the trainee makes sound decisions towards the attainment of sound results even under stress.	
A5. Communication: This measures the degree to which the trainee effectively conveys pertinent and appropriate oral and written ideas, opinion, and instructions. (Program Outcome G)	
A6. Problem Solving Skills. This measures the ability of the trainee to identify, analyze, and solve problems. (Program Outcome E)	
AVERAGE SCORE: (A1 + A2 + A3 + A4 + A5 + A6)/6	
B. Personal Skills/Personality Development	RATING
B1. Confidence: The trainee’s ability to perform a job according to instructions, procedures and prescribed time limits with minimum follow-up.	

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B2. Diligence: Appraises the trainee’s attentiveness and industry in the performance of the job.	
B3. Initiative: Refers to the extent to which the trainee starts effective action without the need of prompting from his/her superior, shows full effort, and devices ways and means to meet work situation.	
B4. Social Effectiveness: Considers the ability of the trainee to get along with co-workers and superiors.	
B5. Teamplay: Considers the ability of the trainee to work on teams of different backgrounds and at different levels in the corporate structure for the achievement of a common goal. (Program Outcome D)	
B6. Attitude to Learn: Considers the trainee’s disposition to learn new methods, practices, and skills (Program Outcome I)	
B7. Adaptability: refers to the extent of the trainee’s flexibility in dealing with real situation, ideas, duties or method.	
B8. Punctuality and Attendance	
AVERAGE SCORE: (B1 + B2 + B3 + B4 + B5 + B6 + B7 + B8)/8	
OVERALL INDUSTRY APPRAISAL IN ACCORDANCE TO TRAINING REQUIREMENTS: (A + B)/2	

II. PEO INDUSTRY SURVEY

Listed below are the PROGRAM EDUCATIONAL OBJECTIVES (PEO) of the School of _____. Using the scale given, please CHECK (✓) the appropriate column how our graduates are satisfying the PEOs.

No.	Program Educational Objectives	Rating				
		5	4	3	2	1
1	Undertaken, singly or in teams, projects that show ability to solve complex engineering problems.					
2	Had substantial involvement in projects that take into consideration safety, health, environmental concerns and the public welfare, partly through adherence to required codes and laws.					
3	Demonstrated professional success via promotions and/or positions of increasing responsibility.					
4	Demonstrated life-long learning via progress toward completion of an advanced degree, professional development/continuing education courses, or industrial training courses.					
5	Exhibited professional behavior and attitude in engineering practice.					
6	Initiated and implemented actions toward the improvement of engineering practice.					



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COMMENTS / RECOMMENDATIONS

C. COMMENTS / RECOMMENDATIONS

1. What outstanding attributes, technical or personal, does the trainee possess in getting the job done?

2. What do you think are the trainee’s developmental needs, both technical and personal?

3. Other comments / recommendation

APPRAISED BY:

Name	
Signature	
Position	
Date	