

	OJT PERFORMANCE EVALUATION FORM (FOR PSY)	Document No.: ICEP-OJT-05C-03
		Effective Date: October 28, 2019

Name of Trainee:
Company Name:
Training Period:
Assigned Department:
Total Training Hours Rendered:

Instruction: Please rate the student-trainee's performance using the rating scale below (e.g. 5 = excellent; 1 = Poor). Please return this evaluation form to the student-trainee in the envelope provided, with your signature across the flap.

Rating Scale:

Excellent	5
Very Good	4
Good	3
Fair	2
Poor	1

Part I. Technical and Personal Competency

A. Technical Skills	RATING
1. The trainee is familiar with the fundamental applications of psychology in the work setting.	
2. The trainee is knowledgeable in the facets of psychological practice in the industry (e.g., psychological testing, interviewing, training, group process, etc.).	
3. The trainee can perform assigned tasks with minimum supervision.	
4. The trainee can perform assigned tasks with minimal errors.	
5. The trainee can efficiently perform assigned tasks collaboratively and/or individually.	
AVERAGE SCORE: (A1 + A2 + A3 + A4 + A5)/5	0

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B. Personal Skills <i>Please rate the student-trainee's personal traits based on the following attributes:</i>	RATING
1. Dependability (<i>the trainee can fulfil the expectations of the company, co-employees, co-trainees, and other members of the organization</i>)	
2. Punctuality (<i>the trainee regularly comes to work on time and accomplishes the assigned tasks as scheduled</i>)	
3. Sociability (<i>the trainee maintains smooth working relationships with the other members of the organization</i>)	
4. Creativity (<i>the trainee displays potential to perform tasks innovatively</i>)	
5. Integrity (<i>the trainee does not violate any organization rules and policies</i>)	
AVERAGE SCORE: (B1 + B2 + B3 + B4 + B5)/5	0
OVERALL INDUSTRY APPRAISAL IN ACCORDANCE TO TRAINING REQUIREMENTS: (A + B)/2	0

<p>C. COMMENTS / RECOMMENDATIONS</p> <p>1. What outstanding attributes, technical or personal, does the trainee possess in getting the job done?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>2. What do you think are the trainee's developmental needs, both technical and personal?</p> <p>_____</p> <p>_____</p> <p>_____</p>

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3. Other comments / recommendation <hr/> <hr/>
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EVALUATED BY:

Name	
Signature	
Position	
Date	