

	OJT PERFORMANCE EVALUATION FORM (for MAS)	Document No.: ICEP-OJT-05D-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
1. Design complex graphics and animation, using independent judgment, creativity, and computer equipment.	
2. Create two-dimensional and three-dimensional images depicting objects in motion or illustrating a process, using computer graphics, animation or modeling programs.	
3. Make objects or characters appear lifelike by manipulating light, color, texture, shadow, and transparency, or manipulating static images to give the illusion of motion.	
4. Assemble, typeset, scan and produce digital camera-ready art or film negatives and printer’s proofs.	

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5. Apply story development, directing, cinematography, and editing to animation to create storyboards that show the flow of the animation and map out key scenes and characters.	
6. Script, plan, and create animated narrative sequences under tight deadlines, using computer software and hand drawing techniques.	
7. Create basic designs, drawings, and illustrations for product labels, cartons, direct mail, etc.	
8. Develop briefings, brochures, multimedia presentations, web pages, promotional products, technical illustrations, and computer artwork for use in products, technical manuals, literature, newsletters and slide shows.	
9. Participate in design and production of multimedia campaigns, handling budgeting and scheduling, and assisting with such responsibilities as production coordination, background design and progress tracking.	
10. Implement and maintain configuration control systems.	
AVERAGE SCORE: (total rating)/10	0
B. Personal Skills/Personality Development	RATING
1. Promptness	
a. Abides by start and end time of office hours	
b. Leaves on or after the end of office hours	
c. Is always available and on time for coordination meeting	
d. Is always on time for set deadlines	
2. Personality and Image Development	
a. Appropriate attire for work assignment	
b. Speaks clearly and audibly at all times	
c. Maintains a pleasant disposition that makes him/her approachable	
d. Is open for coordination or volunteer's info when required	
e. Accepts criticism and owns to mistakes and ensures learning thereafter	
3. Personal Space Organization	
a. Maintains a neat, clean and organized space assigned to him/her	
b. Returns and retrieves files/documents in its proper order and inventory	

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c. Coordinates with property custodian and makes sure inventories are made.	
d. Ensures the security and care of materials assigned to him/her	
4. Quality Control and Efficiency	
a. Ensures the correctness and accuracy of information/work	
b. Checks own work and allows others to double check for areas of uncertainty	
c. Does not guess, skip, omit, or make assumptions in the absence of info	
d. Delivers with speed and the fastest available time.	
e. Aware of the work's entirety and delivers in full.	
f. Consults for best opinion, credible source and only factual info	
5. Time Management	
a. Carries with him/her a calendar of notes and time schedules	
b. Constantly updates himself/herself of aging deadlines and submittals	
c. Delivers short and fastest works of priority first, manages long term thereafter	
d. Coordinates his fixed schedules to the fixed schedules of others	
e. Thinks of how much work can be done; not how much time it will take	
6. Coordination, Communication and Managing Expectations	
a. Informs office for leaves of absences, tardiness, and undertime	
b. Informs immediate supervisor of deadlines and status of reqd actions	
c. Clear and transparent whether deadlines and actions are to be met or not	
d. Provides alternative dates and actions on tasks that have impending delays	
7. Leadership Qualities	
a. Is conscious that his/her action may set example to others	

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b. Provides moral support and positive advice to co-trainee/co-staff	
c. Does not assume the responsibility and credit of others	
d. Can properly delegate authorized work/priorities	
e. Maintains composure and temperamental discipline at all times	
f. Owns to his/her mistakes and that of his/her team.	
g. In the absence of info, seeks authoritative guidance and consultation	
h. Listens, conveys, and protects peers' grievances to work environment	
8. Teamwork	
a. Respects and listens to others ideas and recommendations	
b. Advises, suggests and/or recommends ideas rather than dictate them.	
c. Coordinates all actions, updates, changes, clarifications to all concerned.	
d. Supports a one for all, all for one stand on team decisions as agreed upon.	
e. Unafraid to speak his/her mind on group decisions in question.	
9. Initiative and Resourcefulness	
a. Initiates own reference and source in the absence of instruction/detail	
b. Discusses the problem with alternatives/solutions already in mind	
c. Is always preventive rather than corrective of problems.	
10. Design Management and Application	
a. Can pinpoint problems on design works tasked to them	
b. Has ready solutions or alternatives to design problems	
c. Discusses suggestions deemed to improve the design concern	
d. Looks at problems as having solutions; mistakes as areas of learning.	
e. Protects and respects the authorship of the design work	
f. Does not make unauthorized changes to the design	

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11. Public Relations	
a. Approachable and friendly	
b. Respects the decision of others and questions them appropriately.	
c. Avoids use of insulative remarks and foul language	
d. Avoids confrontation, intrigues and irrelevant/non-factual info.	
AVERAGE SCORE: (B1 + B2 + B3 + B4 + B5 + B6 + B7 + B8)/8	0
OVERALL INDUSTRY APPRAISAL IN ACCORDANCE TO TRAINING REQUIREMENTS: (A + B)/2	0

II. PEO INDUSTRY SURVEY

Listed below are the PROGRAM EDUCATIONAL OBJECTIVES (PEO) of the School of MAS. 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	To enable our graduates to practice as successful multimedia artists and designers for the advancement of the society.	☐	☐	☐	☐	☐
2	To promote professionalism in the Multimedia Arts practice.	☐	☐	☐	☐	☐

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COMMENTS / RECOMMENDATIONS

<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> <p>3. Other comments / recommendation</p> <p>_____</p> <p>_____</p> <p>_____</p>
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APPRAISED BY:

Name	
Signature	
Position	
Date	