

	OJT PERFORMANCE EVALUATION FORM (OTHER PROGRAMS)	Document No.: ICEP-OJT-05E-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. Quality of Work	
2. Quantity of Work	
3. Job Knowledge and Skill	
4. Judgement	
5. Communication	
6. Problem Solving Skills	
AVERAGE SCORE: (A1 + A2 + A3 + A4 + A5 + A6)/6	0

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B. Personal Skills/Personality Development	RATING
1. Confidence	
2. Diligence	
3. Initiative	
4. Social Effectiveness	
5. Team play	
6. Attitude	
7. Adaptability	
8. Punctuality and Attendance	
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_____. 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		☐	☐	☐	☐	☐
2		☐	☐	☐	☐	☐
3		☐	☐	☐	☐	☐

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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	