

ON-THE-JOB TRAINING/PRACTICUM EVALUATION FORM

This form seeks to solicit your honest, fair, and objective evaluation of **MR. JOSEPH C. ALEGIOJO**, our student in the **BSIT** program, who is currently undergoing his practicum training in your company. Please indicate your rating by encircling the appropriate numeral according to the rating scale below. Your responses shall be treated with the greatest confidentiality as these will be used as bases for improving our practicum program in the future. Thank you.

- 4 – Always = Very Good. *The student practices the item described in all of the cases.*
 3 – Often = Good. *The student practices the item described in majority of the cases.*
 2 – Rarely = Fair. *The student practices the item described in minority of the cases.*
 1 – Never = Poor. *The student never practices the item described.*

A. PERSONAL SKILLS (25%)

- | | | | | |
|--|-----|---|---|---|
| 1. Possesses good and positive attitude towards work. | (4) | 3 | 2 | 1 |
| 2. Reports to work in proper and decent attire. | (4) | 3 | 2 | 1 |
| 3. Reports to work in good grooming and in pleasant condition. | (4) | 3 | 2 | 1 |
| 4. Possesses good communication skills. | (4) | 3 | 2 | 1 |
| 5. Opens to suggestions and constructive criticisms. | (4) | 3 | 2 | 1 |

Average : 4

B. WORK SKILLS (50%)

- | | | | | |
|--|-----|---|---|---|
| 6. Applies technical knowledge and ability to the job. | (4) | 3 | 2 | 1 |
| 7. Achieves daily tasks and meet the required standards. | (4) | 3 | 2 | 1 |
| 8. Works with minimum supervision and monitoring. | (4) | 3 | 2 | 1 |
| 9. Possesses a great deal of initiative and enthusiasm to learn the job. | (4) | 3 | 2 | 1 |
| 10. Learns job detail quickly and accurately. | (4) | 3 | 2 | 1 |
| 11. Follows job instruction correctly. | (4) | 3 | 2 | 1 |
| 12. Performs task with ease and self-confidence. | (4) | 3 | 2 | 1 |
| 13. Finishes the assigned task on time. | (4) | 3 | 2 | 1 |
| 14. Manifests thoroughness and precise attention to details. | (4) | 3 | 2 | 1 |
| 15. Makes sound decision on matters related to job. | (4) | 3 | 2 | 1 |

Average : 4

C. SOCIAL SKILLS (25%)

- | | | | | |
|---|-----|---|---|---|
| 16. Manifests courtesy and respect in dealing with clients. | (4) | 3 | 2 | 1 |
| 17. Manifests courtesy and respect in dealing with peers and superiors. | (4) | 3 | 2 | 1 |
| 18. Works harmoniously with everyone in the workplace. | (4) | 3 | 2 | 1 |
| 19. Treats peers and co-workers fairly and objectively. | (4) | 3 | 2 | 1 |
| 20. Shows emotional maturity. | (4) | 3 | 2 | 1 |

Average : 4 Final Grade: 1.00

Comments: He is very good in performing the works here at the office. Cooperative, attentive and can work with less supervision.

CHRISTOPHER L. CUDERA
Evaluator's Name & Signature