**EMPLOYEE TRAINING RESULTS EVALUATION FORM**

**Employee Information/ *Informasi Karyawan*:**

1. Employee Name/*Nama Karyawan*: {Employee Name}
2. Employee ID /*No Karyawan*: {Employee ID}
3. Position*/Jabatan* : {Position}
4. Department/*Departemen*: {Department}
5. Training Date/*Tanggal Training* : {Training Date}
6. Evaluation Date/*Tanggal Evaluasi*: {Evaluation Date}

**Training Information/ *Informasi Pelatihan*:**

1. Training Name/*nama pelatihan*:{Training Name}
2. Training Objectives/*Tujuan pelatihan*:

{training objective1}

{training objective2}

{training objective3}

**Achievement Assessment/ *Penilaian Pencapaian*:**

1. **Application of Training Materials in Work/** ***Penerapan Materi Pelatihan dalam Pekerjaan*** :

Has the employee been able to apply the knowledge gained from the training/ *Apakah karyawan mampu menerapkan pengetahuan yang diperoleh dari pelatihan ?*

|  |  |  |  |
| --- | --- | --- | --- |
| {op1} | Yes/ya | {op2} | No/Tidak |

If yes, provide examples of application/ *Jika ya, berikan contoh penerapannya*:

{example}

1. **Performance Improvement After Training/ *Peningkatan Kinerja Setelah Pelatihan*:**

Has there been an improvement in performance after the training?

*Apakah ada peningkatan kinerja setelah mengikuti pelatihan?*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| {op1} | Excellent / sangat baik | {op2} | Good/baik | {op3} | Satisfactory /cukup | {op4} | Needs Improvement /Kurang |

Provide comments / *Berikan komentar*:

{comments}

1. **Improvement in Specific Skills /*Peningkatan Keterampilan Khusus*:**

Skills evaluated/ ketrampilan yang dinilai:

|  |  |
| --- | --- |
| {op1} | Communication / *Komunikasi* |
| {op2} | Time Management / *Manajemen Waktu* |
| {op3} | Technology Use / *Penggunaan Teknologi* |
| {op4} | Problem Solving / *Pemecahan masalah* |
| {op5} | Other {Other}/ *{Lainnnya}* |

Has the employee shown improvement in these skills/ *Apakah karyawan menunjukkan peningkatan dalam keterampilan tersebut?*

|  |  |  |  |
| --- | --- | --- | --- |
| {op1} | Yes/ya | {op2} | No/Tidak |

Please explain / *Jelaskan*:

{explain:}

**Overall Assessment/ *Penilaian Keseluruhan*:**

1. **Satisfaction with Training Results / *Kepuasan Terhadap Hasil Pelatihan****:*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| {op1} | Very Satisfied / sangat Puas | {op2} | Satisfied /Puas | {op3} | Somewhat Satisfied /cukup puas | {op4} | Not Satisfied /Tidak puas |

1. **Recommendations for the Employee/ Rekomendasi untuk Karyawan**:
   * Does the employee need further training/ *Apakah karyawan memerlukan pelatihan lanjutan?*

|  |  |  |  |
| --- | --- | --- | --- |
| {op1} | Yes/ya | {op2} | No/Tidak |

* + If yes, what training is recommend / *Jika ya, pelatihan apa yang disarankan?*

{training recommend}

* + Other recommendations/ *Rekomendasi lain:*  
    {Other recommendations}

**Employee Feedback/ *Tanggapan Karyawan*:**

1. **Employee Comments on the Training/ *Komentar Karyawan mengenai Pelatihan***:

* How has the training helped you in your job/ *Bagaimana pelatihan membantu dalam pekerjaan Anda?*{Employee Comments}
* Any suggestions for future training/ Apakah ada saran untuk pelatihan di masa mendatang?  
  {suggestions}

**Evaluation by Supervisor / *Evaluasi oleh Atasan*:**

1. **Evaluator/Supervisor Name**: {suervisorname}
2. **Position/Jabatan**: {posision}
3. **Date/tanggal**: {date}