



# UNIVERSIDAD DE MANILA

Cecilia Muñoz - Palma St., cor. Antonio J. Villegas St.,  
Mehan Gardens, Ermita, Manila

COLLEGE OF ENGINEERING AND TECHNOLOGY



## OJT PERFORMANCE EVALUATION FORM

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_

Host Organization/Company: \_\_\_\_\_

Company Mailing Address: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Supervisor Title/Position: \_\_\_\_\_

Supervisor Contact Number: \_\_\_\_\_

Supervisor Email Address: \_\_\_\_\_

Faculty OJT Adviser: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Evaluation Period: From \_\_\_\_\_ To \_\_\_\_\_

The purpose of this assessment is to provide the student intern with constructive feedback on his/her internship experience. This evaluation form should be completed by the internship site supervisor or the individual who is most responsible for supervising the intern’s work assignments.

Brief Job Description of Trainee:

The Program expects each Trainee to demonstrate at all times desirable qualities and traits as indicated in the Performance Evaluation instrument. Please rate the Trainee according to the scale indicated below.

**A total score of 45 or better is considered passing. Please write “N/A” if not applicable for rating.**

- 9 – 10

Trainee has demonstrated at all times
- 7 – 8

Trainee has demonstrated most of the time
- 5 – 6

Trainee has demonstrated sometimes
- 3 – 4

Trainee has demonstrated rarely
- 1 – 2

Trainee has not demonstrated at all

Candid and objective comments about the student’s performance are also appreciated. Please add your relevant comments in the space provided in the form.

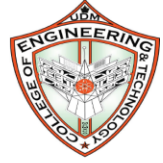
Work Output and Quality of Work	Rating
1. Completes all tasks on time.	
2. Able to do more than one assignment/task in his/her level at any one time.	
3. Demonstrates resourcefulness, versatility and flexibility.	
4. Performs tasks with complete accuracy, thoroughness and neatness.	
5. The quality of output is impressive and within the prescribed standards of the company or department.	
Average Rating	



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Communication Skills	Rating
1. Expresses self in a clear and professional manner.	
2. Manifests good spoken and written verbal English.	
Average Rating	

Job Knowledge and Organization	Rating
1. Possesses comprehensive knowledge of almost all phases of work.	
2. Needs no further instructions.	
3. Can work independently and with minimal supervision.	
4. Very organized in his/her work.	
5. Plans and executes tasks in a systematic manner.	
Average Rating	

Personality	Rating
1. Displays enthusiasm at work and is willing to learn more.	
2. Friendly and courteous to fellow employees and superiors.	
3. Seeks supervision when necessary.	
4. Receptive to constructive criticisms and advices from superiors.	
5. Emotionally stable and has a pleasant disposition.	
Average Rating	

Cooperation	Rating
1. Contributes significantly to the enhancement of work product.	
2. Readily helps fellow employees when assistance is sought.	
3. Demonstrates teamwork.	
Average Rating	

Diligence and Reliability	Rating
1. Very energetic and conscientious.	
2. Self-motivated and approaches and solves problems on his/her own	
3. Follows instructions and appropriate procedures	
4. Attentive to details	
5. Does not mind working long hours whenever necessary.	
Average Rating	

Ability to Learn	Rating
1. Grasps new assignments quickly and anticipates new developments.	
2. Operates and takes good care of office machines and equipment.	
3. Conserves office supply.	
4. Understands and conforms to company policies.	
5. Asks good questions whenever possible.	
Average Rating	

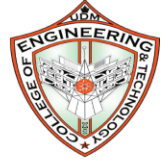
Attendance and Punctuality	Rating
1. Attends work on scheduled days, comes to work on time and does not go under time.	
2. Observes work-hours and break periods properly.	
3. Meets deadlines.	
Average Rating	



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Personal Appearance	Rating
1. Comes to work in proper office attire.	
2. Well-groomed, neat and smart looking at all times.	
3. Demonstrates proper hygiene consistently.	
4. Always presents self professionally in public.	
Average Rating	

TOTAL AVERAGE RATING: \_\_\_\_\_ pts

Formulas:

**Total Average Rating** = Sum of all the Average Ratings

**Total Grade (in percent)** = (Total Average Rating/90) x 50 + 50

TOTAL GRADE: \_\_\_\_\_%

*Note: A Total Grade of 75% or better is considered passing and below 75% is failing.*

### Trainee's Strength and Weaknesses

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Is the apprentice employable? \_\_\_\_\_

Comments and/or suggestions to improve UDM Student Apprenticeship Program:

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\_\_\_\_\_  
Signature Over Printed Name of Evaluator

\_\_\_\_\_  
Date of Evaluation

### IMPORTANT :

1. As a control measure, the Evaluator must sign every page of this form.
2. The OJT Performance Evaluation form should be returned to the UDM OJT Adviser or Coordinator personally or through the trainee in a sealed envelope. Upon sealing the envelope, the Evaluator must sign over the flap.
3. The College will accept only one evaluation per student per host company. Should there be any corrections in the rating or comments, the evaluator must countersign each correction made.

Thank you very much for participating in our internship program and for taking the time to complete this evaluation. Your appraisal of our student's performance and your comments provide valuable feedback in our efforts to improve our curriculum and internship programs.