

## OJT WORK EVALUATION

(To be accomplished by the immediate Work Supervisor)

On November 9, 2021 for completion of his On-The-Job Training as Web Developer at Information Managers Inc. From June 16, 2021 to October 16, 2021.

Name of the Student: Erl Bryan P. Malindog

Name of the Office: VP Admin & Finance

Department/Division Assigned: VP Admin & Finance

Hours Completed: 500 hours

Please rate the student assigned in your specific department for each of the criteria listed below by checking the box in each item.

<u>CRITERIA</u>	<u>Excellent</u>	<u>Very Good</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
<b>I. WORK ATTITUDE</b>					
1. Regularity in attendance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Promptness in reporting for work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Willingness to accept responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Ability to learn new things	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Carefulness in following instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Completion of assigned work.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Neatness and cleanliness of assigned work.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Correct and proper use of work methods.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Proper and effective use of equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Accurateness of the results on the worked assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## II. PERSONAL TRAITS

## CRITERIA

Excellent

Very Good

Good

Fair

Poor

1. Personal grooming	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Appropriateness of working attire	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Helpfulness to do work task.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Industriousness.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Initiative.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Courtesy and politeness.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Calmness under work pressure.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Working relationship with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Teamwork and cooperation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Enthusiasm and positivity.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### RECOMMENDATIONS/SUGGESTIONS/COMMENTS

(for the improvement of the OJT Program of Arellano University)

[illegible]

**Evaluated by:**

2.0  
\_\_\_\_\_  
**Numerical Rating**

10/11/2021  
\_\_\_\_\_  
**Date Accomplished**

A handwritten signature in black ink, consisting of a stylized 'B' followed by a vertical line and a loop.

\_\_\_\_\_  
**Signature of the Rater**

VP Admin & Finance  
\_\_\_\_\_  
**Position of the Rater**

**Legend:**

<u>Description</u>	<u>Numerical Rating</u>
Excellent	1.0
Very Good	1.5
Good	2.0
Fair	2.5
Poor	3.0