**Performance Evaluation Form**

**On-the-Job-Training for Students**

|  |  |
| --- | --- |
| Name of Student: |  |
| Agency : |  |
| Address : |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Directions: Please assess the student trainee under your supervision on each of the following criteria by writing the numerical rating on the respective column.** | **Excellent 95 and above** | **Above average 88-94%** | **Average 82-87 %** | **Needs Improvement 76-81%** | **Poor Below 75%** |
| **I. Personal Attributes** | | | | | |
| 1. Observes the use of proper office attire (prescribed office uniform)/ clothing for work. |  |  |  |  |  |
| 1. Is well-groomed and reflects an aura of confidence |  |  |  |  |  |
| 1. Observes office hours; comes to work regularly on time, incurs minimal absences at work and completes assigned responsibilities |  |  |  |  |  |
| **II. Professional Attitude** | | | | | |
| 1. Has a devoted attention to the job given and performs efficiently |  |  |  |  |  |
| 1. Is a team worker, pleasant and cooperative, enthusiastic and interested in the work assigned. |  |  |  |  |  |
| 1. Does not complain of the task/work assigned |  |  |  |  |  |
| 1. Accepts suggestions, not defensive, critical or uncooperative |  |  |  |  |  |
| 1. Complies with office rules and regulations |  |  |  |  |  |
| 1. Committed to quality of work |  |  |  |  |  |
| 1. Respect the privacy of others |  |  |  |  |  |
| 1. Willing to exert extra effort or to make personal sacrifices when needed |  |  |  |  |  |
| 1. Shows alertness and intelligence/learns job requirements quickly |  |  |  |  |  |
| 1. Highly motivated to improve job performance |  |  |  |  |  |
| 1. Does not engage in unofficial manners like chatting, using mobile phones while at work, while client is waiting/watching |  |  |  |  |  |
| **III. Tact and Diplomacy** | | | | | |
| 1. Possesses sensibility of the right things to say or do. |  |  |  |  |  |
| 1. Listens, speaks, and acts in manner appropriate to the situation |  |  |  |  |  |
| 1. Avoids upsetting anyone because of careless or offensive words |  |  |  |  |  |
| 1. Asks superiors for assistance in areas he/she is not so sure of; seeks help when needed and does not pretend to know the job |  |  |  |  |  |
| 1. Polite, kind concerned about people, office clientele and supervisor relationship in work situations; promotes harmonious work relationship |  |  |  |  |  |
| **IV. Business Skills** | | | | | |
| 1. Can manipulate the computer with ease. |  |  |  |  |  |
| 1. Knows how to manipulate office machines with ease and minimal waste of materials |  |  |  |  |  |
| 1. Practices good telephone manners and has a good communication skills; knows how to make messages and relays the message correctly |  |  |  |  |  |
| 1. Is efficient in records management, assignments including retrieval of documents |  |  |  |  |  |
| 1. Is polite, kind toward the public; greets the clients, smiles and makes them comfortable and at ease. |  |  |  |  |  |
| 1. Can perform basic math operations/basic accounting procedures |  |  |  |  |  |
| 1. Demonstrates oral and written communication Skills (spelling, grammar, diction, etc). |  |  |  |  |  |

Date started (on-the-job-training): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks or Comments on the trainee/training program

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Immediate Supervisor:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name Position

NOTE: *This evaluation form should be accomplished by the manager or his/her authorized representative who supervises the OJT students. As it is confidential, it should be sealed and given directly or sent to the OJT Coordinator at the CCSICT Office, Isabela State University.*

**EVALUATION SHEET**

(Oral Report)

Name of Student Trainee: Course/Year & Section:

Name of Agency:

Address:

Period Covered:

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **PERCENT** | **RATING** |
| 1. Clarity | 15% |  |
| 1. Orderliness | 15% |  |
| 1. Use of Visual Arts | 35% |  |
| 1. Ability to answer question/s | 35% |  |
| 1. General Average | 100% |  |

*Note: The rating shall be the average of the sum total of raters.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Signature over printed name of Rater*)

**EVALUATION SHEET**

(Written Report)

Name of Student Trainee: Course/Year & Section:

Name of Agency:

Address:

Period Covered:

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **PERCENT** | **RATING** |
| 1. Quality of Content | | |
| Grammar | 35 |  |
| Organization | 25 |  |
| 1. Quality of Format | | |
| Spacing | 8 |  |
| Margins | 8 |  |
| Heading | 8 |  |
| Typeset & Paging | 8 |  |
| Tables, Figures/ Plates | 8 |  |
| General Average | 100% |  |

*Note: The rating shall be the average of the sum total of raters.*

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(*Signature over printed name of Rater*)