

**UOEF – 00 - 00 – 01 – 00**

**QUEZON CITY UNIVERSITY**

***673 Quirino Highway, San Bartolome, Novaliches, Quezon City***

OFFICE OF STUDENT AFFAIRS AND SERVICES

*QCU SCHOLARSHIP, PLACEMENT, AND ALUMNI RELATIONS DIVISION*

**UNIFIED OJT EVALUATION FORM**

**Student Name:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Avila, Mon Cedric Orbeta\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Year & Section**: **\_\_\_IT4B\_\_\_**

**BUSINESS INDUSTRY PARTNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NegosyoLabPH Business Development Services\_\_\_\_\_\_\_\_\_**

**Address**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Unit C, No.448 San Pociano Street, Barangay Culiat, Quezon City\_\_\_\_\_\_\_\_\_\_\_**

**Course**: **BS Information Technology** **Department**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hours Rendered**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Training Period**: **From** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **To** **\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DIRECTION:** Below is a checklist of competencies to evaluate the work performance of OJT trainees. Opposite each of the items, give the **PERCENTAGE** that indicates your evaluation. Please use the following percentages:

**Percentage Rating Equivalent Percentage Rating Equivalent**

**95 – 100 1.00 = Excellent 80 – 84 1.75 = Good**

**90 – 94 1.25 = Very Satisfactory 75 – 79 2.00 = Fair**

**85 – 89 1.50 = Satisfactory**

|  |  |
| --- | --- |
| **A. BASIC AND COMMON COMPETENCIES (General Job Skills)** | **PERCENTAGE**  **(Put N/A if Not Applicable)** |
| 1. Knowledge of the job |  |
| 2. Quality of work (accuracy, neatness) |  |
| 3. Follow directions |  |
| 4. Asks questions when necessary |  |
| 5. Acceptance of responsibility |  |
| 6. Attitude towards work (interest & enthusiasm) |  |
| 7. Ability to stay on task and work independently |  |
| 8. Attendance |  |
| 9. Punctuality |  |
| 10. Ability to get along with supervisor |  |
| 11. Ability to get along with co-workers |  |
| 12. Ability to handle job stress and pressure |  |
| 13. Response to correction and constructive criticism |  |
| 14. Adapts to changes in routine |  |
| 15. Observes safety rules |  |
| **AVERAGE:** |  |
| **B. CORE COMPETENCIES (Specific Job Skills)** | **PERCENTAGE**  **(Put N/A if Not Applicable)** |
| 1. Operate a word-processing application |  |
| 2. Use e-mail and search the Web using browsers |  |
| 3. Operate a spreadsheet application |  |
| 4. Operate a presentation package |  |
| 5. Install computer systems and networks |  |
| 6. Diagnose and troubleshoot computer systems |  |
| 7. Configure computer systems and networks |  |
| 8. Maintain computer systems and networks |  |
| **AVERAGE:** |  |

|  |  |
| --- | --- |
| **FINAL RATING:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Total Average (A + B) / 2** = **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

On the basis of the student performance during the on-the-job training, how would you classify him/her as a worker:

**🞎** Helper **🞎** Semi-skilled **🞎** Skilled **🞎** Highly Skilled **🞎** Leadman

**Comments/Suggestions/Concerns:**

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**Evaluated by:** \_\_\_\_\_\_\_\_\_\_\_ **Alfren A. Cordova**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Immediate Supervisor**

**(Signature Over Printed Name)**