

# OJT PERFORMANCE EVALUATION FORM

(for BSIT, BSICT, BSGD and BSMx)

Student: Sophie Vargas

Training Period: 720

Course: BSIT

Instruction:

This report is to be completed by the immediate supervisor of the OJT and to be returned to the OJT coordinator. In the space at the left, encircle the rating that describes the OJT most accurately. Total the value for all responses and record in the Total Scores section.

## Productivity

- |                         |                          |   |
|-------------------------|--------------------------|---|
| <input type="radio"/> 1 | <input type="radio"/> 2  | Falls to do an adequate job               |
| <input type="radio"/> 3 | <input type="radio"/> 4  | Does just enough to get by                |
| <input type="radio"/> 5 | <input type="radio"/> 6  | Maintains constant level of performance   |
| <input type="radio"/> 7 | <input type="radio"/> 8  | Very industrious, does more than required |
| <input type="radio"/> 9 | <input type="radio"/> 10 | Superior work production record           |

## Ability to Follow Instructions

- |                         |                          |  |
|-------------------------|--------------------------|--|
| <input type="radio"/> 1 | <input type="radio"/> 2  | Unable to follow instructions                              |
| <input type="radio"/> 3 | <input type="radio"/> 4  | Needs repeated detailed instructions                       |
| <input type="radio"/> 5 | <input type="radio"/> 6  | Follows most instructions without difficulty               |
| <input type="radio"/> 7 | <input type="radio"/> 8  | Follows instructions with no difficulty                    |
| <input type="radio"/> 9 | <input type="radio"/> 10 | Uses initiative in interpreting and following instructions |

## Initiative

- |                         |                          |  |
|-------------------------|--------------------------|--|
| <input type="radio"/> 1 | <input type="radio"/> 2  | Always attempts to avoid work                      |
| <input type="radio"/> 3 | <input type="radio"/> 4  | Sometimes attempts to avoid work                   |
| <input type="radio"/> 5 | <input type="radio"/> 6  | Does assigned job willingly                        |
| <input type="radio"/> 7 | <input type="radio"/> 8  | Does more than assigned job willingly              |
| <input type="radio"/> 9 | <input type="radio"/> 10 | Shows resourcefulness in going beyond assigned job |

## Quality of Work

- |                         |                         |                                |
|-------------------------|-------------------------|--------------------------------|
| <input type="radio"/> 1 | <input type="radio"/> 2 | Does almost no acceptable work |
|-------------------------|-------------------------|--------------------------------|

## Cooperation

- |                         |                          |  |
|-------------------------|--------------------------|--|
| <input type="radio"/> 1 | <input type="radio"/> 2  | Uncooperative, antagonistic              |
| <input type="radio"/> 3 | <input type="radio"/> 4  | Cooperates reluctantly                   |
| <input type="radio"/> 5 | <input type="radio"/> 6  | Cooperates willingly when asked          |
| <input type="radio"/> 7 | <input type="radio"/> 8  | Cooperates eagerly and cheerfully        |
| <input type="radio"/> 9 | <input type="radio"/> 10 | Always cooperates eagerly and cheerfully |

## Ability to Get Along with People

- |                         |                          |  |
|-------------------------|--------------------------|--|
| <input type="radio"/> 1 | <input type="radio"/> 2  | Frequently rude and unfriendly                       |
| <input type="radio"/> 3 | <input type="radio"/> 4  | Has some difficulty working with others              |
| <input type="radio"/> 5 | <input type="radio"/> 6  | Usually gets along well with people                  |
| <input type="radio"/> 7 | <input type="radio"/> 8  | Is courteous and tactful with people                 |
| <input type="radio"/> 9 | <input type="radio"/> 10 | Exceptionally well accepted by peers and supervisors |

## Attendance

- |                         |                          |   |
|-------------------------|--------------------------|---|
| <input type="radio"/> 1 | <input type="radio"/> 2  | Often absent without good excuse                              |
| <input type="radio"/> 3 | <input type="radio"/> 4  | Frequently late   |
| <input type="radio"/> 5 | <input type="radio"/> 6  | Usually present and on time                                   |
| <input type="radio"/> 7 | <input type="radio"/> 8  | Very prompt and regular, volunteers for overtime when asked   |
| <input type="radio"/> 9 | <input type="radio"/> 10 | Always prompt and regular, volunteers for overtime when asked |

## Appearance

- |                         |                         |                           |
|-------------------------|-------------------------|---------------------------|
| <input type="radio"/> 1 | <input type="radio"/> 2 | Untidy or inappropriately |
|-------------------------|-------------------------|---------------------------|

- |                         |                          |   |                         |                          |   |
|-------------------------|--------------------------|---|-------------------------|--------------------------|---|
| <input type="radio"/> 3 | <input type="radio"/> 4  | Does less than required amount of satisfactory work                         | <input type="radio"/> 3 | <input type="radio"/> 4  | groomed<br>Sometimes neglected of appearance  |
| <input type="radio"/> 5 | <input type="radio"/> 6  | Does normal amount of acceptable work                                       | <input type="radio"/> 5 | <input type="radio"/> 6  | Satisfactory appearance                       |
| <input type="radio"/> 7 | <input type="radio"/> 8  | Does more than required amount of neat, accurate work                       | <input type="radio"/> 7 | <input type="radio"/> 8  | Careful about personal appearance             |
| <input type="radio"/> 9 | <input type="radio"/> 10 | Shows special attitude for doing neat, accurate work beyond required amount | <input type="radio"/> 9 | <input type="radio"/> 10 | Exceptionally neat, and appropriately groomed |

#### Dependability

- |                         |                          |   |
|-------------------------|--------------------------|---|
| <input type="radio"/> 1 | <input type="radio"/> 2  | Unreliable                                      |
| <input type="radio"/> 3 | <input type="radio"/> 4  | Sometimes fails in obligations                  |
| <input type="radio"/> 5 | <input type="radio"/> 6  | Meets obligations under supervision             |
| <input type="radio"/> 7 | <input type="radio"/> 8  | Meets obligations under very little supervision |
| <input type="radio"/> 9 | <input type="radio"/> 10 | Meets obligations without supervision           |

#### Overall Performance

- |                         |                          |                |
|-------------------------|--------------------------|----------------|
| <input type="radio"/> 1 | <input type="radio"/> 2  | Unsatisfactory |
| <input type="radio"/> 3 | <input type="radio"/> 4  | Below average  |
| <input type="radio"/> 5 | <input type="radio"/> 6  | Average        |
| <input type="radio"/> 7 | <input type="radio"/> 8  | Very good      |
| <input type="radio"/> 9 | <input type="radio"/> 10 | Outstanding    |

Total Score: 90

Grade Equivalent: 92

Describe the On-The-Job Trainee's area of strengths:

asdcsafdv

Describe the On-The-Job Trainee's areas that needed improvement:

efvewfv

OJT Supervisor's Printed Name:

Position:

OJT Supervisor's Signature:

Date:

Cooperating Agency:

Address: