

## STUDENTS EVALUATION OF ON-THE-JOB TRAINING

NAME OF STUDENT:	
TRAINING INSTITUTION:	
ADDRESS:	
SUPERVISOR'S NAME:	SUPERVISOR'S EMAIL & CONTACT NO.:

**Direction:** Please complete this evaluation upon completion of your On-the-Job Training. This form is designed to help you reflect upon your training experiences, and also to provide feedback to your employer. Feel free to use the back of this sheet or additional pages for any additional comments.

<b>A. SKILL DEVELOPMENT</b>											
<p>On a scale of 1 to 5, evaluate your skill improvement in the following areas as a result of this internship:</p> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>5 = Excellent</span> <span>4 = Very Satisfactory</span> <span>3 = Satisfactory</span> <span>2 = Fair</span> <span>1 = Not Applicable</span> </div> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____ a. Written Communication</p> <p>_____ b. Oral Communication</p> <p>_____ c. Problem Solving</p> <p>_____ d. Decision Making</p> <p>_____ e. Interpersonal/Teamwork</p> <p>_____ f. Self-Management</p> <p>_____ g. Initiative</p> <p>_____ h. Leadership</p> </div> <div style="width: 45%;"> <p>_____ i. Word-Processing and/or Data-Entry</p> <p>_____ j. Spreadsheet and/or Database</p> <p>_____ k. Project Management</p> <p>_____ l. General Business Knowledge</p> <p>_____ m. Programming/Networking</p> <p>_____ n. Other Industry/Job Knowledge</p> <p>_____ o. Other: _____</p> </div> </div> </td> <td style="width: 50%;"></td> </tr> </table>		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____ a. Written Communication</p> <p>_____ b. Oral Communication</p> <p>_____ c. Problem Solving</p> <p>_____ d. Decision Making</p> <p>_____ e. Interpersonal/Teamwork</p> <p>_____ f. Self-Management</p> <p>_____ g. Initiative</p> <p>_____ h. Leadership</p> </div> <div style="width: 45%;"> <p>_____ i. Word-Processing and/or Data-Entry</p> <p>_____ j. Spreadsheet and/or Database</p> <p>_____ k. Project Management</p> <p>_____ l. General Business Knowledge</p> <p>_____ m. Programming/Networking</p> <p>_____ n. Other Industry/Job Knowledge</p> <p>_____ o. Other: _____</p> </div> </div>									
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<b>B. PERFORMANCE</b>											
<p>On a scale of 1 to 5, please evaluate your performance in each of the following areas.</p> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>5 = Exceptional skill level</span> <span>4 = Above average skill level</span> <span>3 = Adequate/average skill level</span> <span>2 = Limited/minimal skill level</span> <span>1 = Lack this skill N/A Not Applicable</span> </div> <div style="margin-top: 10px;"> <p><b>1. Communication Skills</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>_____ a. Demonstrate oral communication skills required for the job.</p> <p>_____ b. Write clearly and concisely.</p> </td> <td style="width: 50%; vertical-align: top;"> <p>_____ c. Willing to speak up, communicate information, and ask questions.</p> <p>_____ d. Listen to feedback and work to improve.</p> </td> </tr> </table> </div> <div style="margin-top: 10px;"> <p><b>2. Problem-Solving/Decision-Making Skills</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>_____ a. Analyze situations and take appropriate action</p> <p>_____ b. Offer creative solutions to problems</p> </td> <td style="width: 50%; vertical-align: top;"> <p>_____ c. Collect and analyze information relevant to completing a task and establish a course of action within the given timeframe</p> <p>_____ d. Resolve problems in an appropriate timeframe</p> </td> </tr> </table> </div> <div style="margin-top: 10px;"> <p><b>3. Teamwork</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>_____ a. Establish rapport and credibility among team members</p> <p>_____ b. Share information and resources with others</p> <p>_____ c. Assist and cooperate with co-workers</p> </td> <td style="width: 50%; vertical-align: top;"> <p>_____ d. Demonstrate willingness to put forth extra time and effort</p> <p>_____ e. Assume appropriate leadership role(s)</p> </td> </tr> </table> </div> <div style="margin-top: 10px;"> <p><b>4. Self-Management</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>_____ a. Produce high-quality, accurate work</p> <p>_____ b. Seek new strategies when current approach is not effective</p> <p>_____ c. Display good judgment and establish priorities</p> </td> <td style="width: 50%; vertical-align: top;"> <p>_____ d. Use time efficiently</p> <p>_____ e. Demonstrate ethical behavior</p> <p>_____ f. Arrive on time and maintain agreed hours</p> </td> </tr> </table> </div> <div style="margin-top: 10px;"> <p><b>5. Initiative</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>_____ a. Seek opportunities to learn</p> <p>_____ b. Take initiative to get a job done, even if not specifically told to do so</p> <p>_____ c. Act decisively on critical issues</p> </td> <td style="width: 50%; vertical-align: top;"> <p>_____ d. Overcome obstacles and problems</p> <p>_____ e. Set and communicate goals; follow-up with results.</p> </td> </tr> </table> </div>		<p>_____ a. Demonstrate oral communication skills required for the job.</p> <p>_____ b. Write clearly and concisely.</p>	<p>_____ c. Willing to speak up, communicate information, and ask questions.</p> <p>_____ d. Listen to feedback and work to improve.</p>	<p>_____ a. Analyze situations and take appropriate action</p> <p>_____ b. Offer creative solutions to problems</p>	<p>_____ c. Collect and analyze information relevant to completing a task and establish a course of action within the given timeframe</p> <p>_____ d. Resolve problems in an appropriate timeframe</p>	<p>_____ a. Establish rapport and credibility among team members</p> <p>_____ b. Share information and resources with others</p> <p>_____ c. Assist and cooperate with co-workers</p>	<p>_____ d. Demonstrate willingness to put forth extra time and effort</p> <p>_____ e. Assume appropriate leadership role(s)</p>	<p>_____ a. Produce high-quality, accurate work</p> <p>_____ b. Seek new strategies when current approach is not effective</p> <p>_____ c. Display good judgment and establish priorities</p>	<p>_____ d. Use time efficiently</p> <p>_____ e. Demonstrate ethical behavior</p> <p>_____ f. Arrive on time and maintain agreed hours</p>	<p>_____ a. Seek opportunities to learn</p> <p>_____ b. Take initiative to get a job done, even if not specifically told to do so</p> <p>_____ c. Act decisively on critical issues</p>	<p>_____ d. Overcome obstacles and problems</p> <p>_____ e. Set and communicate goals; follow-up with results.</p>
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### 6. Technical Skills

- |                          |  |                          |  |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | a. Possess the technical skills required for this position           | <input type="checkbox"/> | c. Use appropriate technology for tasks  |
| <input type="checkbox"/> | b. Willing to learn new skills and enhance existing technical skills | <input type="checkbox"/> | d. Use technology to perform effectively |
|                          |  | <input type="checkbox"/> |  |

### C. Comments

1. In terms of preparation for your learning experience, your prior academic coursework was:

☐ very useful                      ☐ of some use                      ☐ not very useful

2. The job orientation provided to you by your employer was:

☐ very thorough                      ☐ sufficient                      ☐ inadequate

3. How did your learning objectives contribute to the educational benefits of your overall learning experience?

☐ large contribution                      ☐ some contribution                      ☐ little or no contribution

4. Please assess the job responsibilities your employer assigned to you:

☐ difficult to achieve                      ☐ challenging, but attainable                      ☐ not challenging

5. How would you assess the overall educational value of your On-the-Job Training experience?

☐ very valuable                      ☐ generally worthwhile                      ☐ of some value                      ☐ very limited value/no value

6. How would you assess your overall performance?

☐ outstanding                      ☐ above average                      ☐ average                      ☐ below average                      ☐ unsatisfactory

7. What suggestions do you have to improve the quality of this On-the-Job Training? Please include any specific recommendations you have that might be useful to your employer supervisor or your faculty coordinator

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8. What has been the effect of this internship on your career goals?

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9. Please provide a permanent address or information where we can contact or reach you after graduation.

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Signature of Student Over Printed Name