

**Structured on the Job Training (S-OJT) Evaluation form for YGTP Trainees**

**YGTP Form 03- (*To be filled by Trainee*)**

S-OJT Period Covered from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Trainee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place/Area of Training\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Branch-credit)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Department** | **Evaluation Criteria** | **Training Period** | | **Name of Responsible** | | **Points of Evaluation** | | | | | |
| **from** | **to** | **Mentor** | **Checker** | **Not Enough (1)** | **Enough (2)** | **Good (3)** | **Very Good (4)** | **Excellent (5)** | **any Remark** |
| Branch Credit | General Credit Information Provision |  |  |  |  |  |  |  |  |  |  |
| Review of Application form & related documents |  |  |  |  |  |  |  |  |  |  |
| Business Visit Report Preparation |  |  |  |  |  |  |  |  |  |  |
| Contract preparation an d Registration handling |  |  |  |  |  |  |  |  |  |  |
| Credit and Security File Handling |  |  |  |  |  |  |  |  |  |  |
| Loan Disbursement –Loan booking, repayment, amendment , & report preparation |  |  |  |  |  |  |  |  |  |  |
| Rescheduling of Loan |  |  |  |  |  |  |  |  |  |  |
| Loan & insurance Follow Up |  |  |  |  |  |  |  |  |  |  |

1. As a Trainee how knowledgeable you become after S-OJT in regards to the below areas?
2. Pls. explain how properly you become acquainted with the leadership skill through coaching and mentoring during your training period in this department. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainee’s Name and Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_