



**PRACTICUM EVALUATION FORM**  
SKILLS COMPETENCIES

**PROFILE**

Name of Trainee: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_  
Name of Company/Organization: \_\_\_\_\_ Inclusive Training Period: \_\_\_\_\_  
Address of Company/Organization: \_\_\_\_\_  
Trainee's Assigned Unit/Department: \_\_\_\_\_  
Trainee's Tasks, Duties, or Responsibilities (Description): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DIRECTION/INSTRUCTION**

TO THE IMMEDIATE SUPERVISOR: Please check [✓] on the appropriate column that best describe the student's overall performance according to the rating scale below. Kindly discuss your evaluation and feedback to the OJT student and have it acknowledged after your post conference.

- 5 - Superior  
4 - Exceeds Expectations  
3 - Meets Expectations  
2 - Needs Improvement  
1 - Poor

CRITERIA	RATING				
	5	4	3	2	1
<b>WORK HABITS</b>					
1. Arrives at work on time and is prepared to work					
2. Informs supervisor and arranges for absences					
3. Have organized work space					
4. Calls attention and/or offer solutions when noticing a problem					
5. Exhibits adaptability to different work situations					
6. Professional or Appropriate work dress/clothing/attire					
7. Professional demeanor/attitude/language in the workplace					
8. Respect for confidentiality in the workplace					
9. Performs tasks/work with less supervision					
<b>WORK SKILLS</b>					
1. Quality of work done or accomplished					
2. Quantity of work done or accomplished based on total workload					
3. Allocates resources to best address needs and priorities					
4. Uses appropriate technology to accomplish work					
5. Completes assigned tasks in timely fashion					
<b>SOCIAL SKILLS</b>					
1. Willingness to work with others to improve team collaboration towards a common goal					
2. Shows respect and courtesy in dealing with peers and superiors					
3. Dependable/Reliable					
4. Establish rapport with the personnel he/she is associated with					

**REMARKS/RECOMMENDATIONS:**

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

RATED BY:

OJT STUDENT'S ACKNOWLEDGEMENT:

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

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