**Final Evaluation Report – S5**

**Note: Please return this report in a sealed envelope or in direct email to the academic advisor**

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| **Trainee Information** | |  | **Academic Advisor Information** | |
| **Name** |  | **Name** |  |
| **ID** |  |
| **Department** |  | **Department** |  |
| **Major** |  |
| **Phone** | **T:** | **Phone** | **T:** |
| **M:** | **M:** |
| **e-mail** |  | **e-mail** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Criteria** | | | **Score\*** |
| **Job Performance**  **أداء الوظيفة** | | Attendance & punctuality | الحضور والالتزام بالمواعيد | ………….out of 15 |
| Meeting work plan requirements | الالتزام بمتطلبات خطة العمل | ………….out of 15 |
| Ability & enthusiasm to learn | القدرة على التعلم والحماس له | ………….out of 5 |
| Ability to apply knowledge | القدرة على تطبيق المعرفة | ………….out of 5 |
| Quality of work produced (productivity) | جودة العمل المُنتج (الإنتاجية) | ………….out of 5 |
| Ability to follow instructions | القدرة على اتباع التعليمات | ………….out of 5 |
| Quality of report generation (if applicable) | جودة إعداد التقارير (إن وجدت) | ………….out of 5 |
| Overall organization | التنظيم العام للأعمال | ………….out of 5 |
| **Personal Characteristics**  **السمات الشخصية** | | Conduct and discipline | السلوك والانضباط | ………….out of 5 |
| Responsibility | المسؤولية | ………….out of 5 |
| Self confidence & independence | الثقة بالنفس والاستقلالية | ………….out of 5 |
| Problem solving skills | مهارات حل المشكلات | ………….out of 5 |
| Creativity | الإبداع | ………….out of 5 |
| General appearance | المظهر العام | ………….out of 5 |
| Cooperation with colleagues | التعاون مع الزملاء | ………….out of 5 |
| Communication skills | مهارات الاتصال مع الزملاء | ………….out of 5 |
| **Total score** | | | **………….out of 100** |
| **Would you be interested in hiring this trainee in your organization?** yes no | | | |
| **Comments:** |  | | |
| |  |  | | --- | --- | | **Training Department Information** | | | **Organization Name** |  | | **Head of Training Dept. Name** |  | | **Phone** |  | | **Fax** |  | | **e-mail** |  | | **Signature** |  | | **Date** |  | | | | |

**\*Note: This is the average of all monthly reports.**