



Performance Evaluation Rating for OJT

Name of Student Trainee: _____

Office / Department / Branch: _____

Supervisor/ Faculty/ Coordinator: _____

Number of Hours: _____ Week #: _____

Direction: Please evaluate the student according to company standards/job specifications and individual standard of performance. Check on the appropriate spaces opposite each item, the characteristics you think best describe the student-trainee based on the following ratings:

Rating Scale:

5 - Excellent 4- Very Good 3 - Good 2 - Fair 1 - Poor

KNOWLEDGE	1	2	3	4	5
1. Identifies problems, gathers data related to the problem, analyzes the data gathered and selects appropriate actions.					
2. Sets priorities in the workplace based on the identified needs.					
3. Formulates plan based on priority needs and problems in the workplace.					
4. Promotes Safety measures in all aspects of the job assigned to him/her.					
5. Applies appropriate IT/CS principles on the task at hand.					
SKILLS	1	2	3	4	5
1. Analyzes the tasks assigned to him/her.					
2. Works with thoroughness, accuracy, orderliness and neatness.					
3. Sets systems objectives in their order of priority.					
4. Has the initiative and ingenuity in finding ways and means to accomplish objectives.					
5. Relates IT/CS principles correctly to the assigned task.					
6. Prepares and administers necessary and appropriate evaluation for the accomplished work.					
7. Maintains accurate and updated documentation of the work done.					
8. Provides safety measures for the prevention of accidents.					



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ATTITUDE	1	2	3	4	5
1. Reports in the workplace on time regularly.					
2. Never leaves the area without permission from his/her superior.					
3. Practices good grooming.					
4. Carries self with dignity and respect, projects a positive self-image.					
5. Observes personal and professional decorum.					
6. Establishes friendliness but not familiarity.					
7. Gives due respect to the superiors; always tactful in dealing with them.					
8. Behaves in accordance with the set policies and standards of the university and company					
9. Works collaboratively and cooperates with other members of the company as necessary.					
10. Works harmoniously with others towards overall efficiency of the organization.					
11. Accepts constructive criticisms and suggestions given by superior and co-worker.					
12. Helps in keeping the immediate environment clean and orderly.					
13. Submits requirements on time.					
TOTAL RATING					

It is hereby certified that the herein student-trainee rendered _____ hours of service in this company / establishment.

OVERALL PERFORMANCE:

☐ Excellent ☐ Very Good ☐ Good ☐ Fair ☐ Poor



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STUDENT'S MAJOR STRONG POINTS ARE:

THESE MIGHT BE UTILIZED MORE EFFECTIVELY BY:

STUDENT'S MAJOR WEAK POINTS ARE:

THESE MIGHT BE CORRECTED BY:

OTHER COMMENTS / SUGGESTIONS

WOULD YOU RECOMMEND THIS STUDENT FOR FURTHER EMPLOYMENT IN YOUR OWN FIRM?

Student Trainee's Signature

Date

Company Supervisor's Signature:

Date