

PERFORMANCE EVALUATION		
Student Trainee:	Course and Major:	Training Period:
Instructions: This evaluation is to be completed by the immediate training supervisor of the trainee and to be returned to the Coordinator/Chairman. Encircle the number that best describes the trainee's performance, in a scale of 1 to 10, with 10 as the highest score		
A. Productivity 1 2 Fails to do an adequate job 3 4 Does just enough to get by 5 6 Maintains constant level of performance 7 8 Very industrious, does more than required 9 10 Superior work production record	F. Cooperation 1 2 Uncooperative, antagonistic 3 4 Cooperates reluctantly 5 6 Cooperates willingly when asked 7 8 Cooperates eagerly and cheerfully 9 10 Always cooperates eagerly and cheerfully	
B. Ability to Follow Instructions 1 2 Unable to follow instructions 3 4 Needs repeated detailed instructions 5 6 Follows most instructions without difficulty 7 8 Follows instructions with no difficulty 9 10 Uses initiative in interpreting and following instructions	G. Ability to Get Along with People 1 2 Frequently rude and unfriendly 3 4 Has some difficulty working with others 5 6 Usually gets along well with people 7 8 Is courteous and tactful with people 9 10 Exceptionally well accepted by peers and supervisors	
C. Initiative 1 2 Always attempts to avoid work 3 4 Sometimes attempts to avoid work 5 6 Does assigned job willingly 7 8 Does more than assigned job willingly 9 10 Shows resourcefulness in going beyond assigned job.	H. Attendance 1 2 Often absent without good excuse 3 4 Frequently late 5 6 Usually present and on time 7 8 Very prompt and regular in attendance 9 10 Always prompt and regular, volunteers for overtime when asked	
D. Quality of Work 1 2 Does almost no acceptable work 3 4 Does less than required amount of satisfactory work 5 6 Does normal amount of acceptable work 7 8 Does more than required amount of neat, accurate work 9 10 Shows special attitude for doing neat, accurate work beyond required amount	I. Appearance 1 2 Untidy or inappropriately groomed 3 4 Sometimes neglected of appearance 5 6 Satisfactory appearance 7 8 Careful about personal appearance 9 10 Exceptionally neat, and appropriately groomed	
E. Dependability 1 2 Unreliable 3 4 Sometimes fails in obligations 5 6 Meets obligations under supervision 7 8 Meets obligations under very little supervision 9 10 Meets obligations without supervision	J. Overall Performance 1 2 Unsatisfactory 3 4 Below average 5 6 Average 7 8 Very good 9 10 Outstanding	
TOTAL SCORE: _____ GRADE EQUIVALENT: _____ (please refer the next page)		
Industry Training Supervisor		_____ (Signature Over Printed Name)

Describe the Student Trainee’s areas of strengths.	
Describe the Student Trainee’s areas that needs improvement.	
<div>_____</div> Printed Name of Industry Training Supervisor	<div>_____</div> Position
<div>_____</div> Signature of Industry Training Supervisor	<div>_____</div> Date
<div>_____</div> Name of Industry Partner	<div>_____</div> Address

Table on Numerical Rating with Equivalent Point Grades (For Non-Board Courses)

SCORE	GRADE	7-POINT SCALE	SCORE	GRADE	7-POINT SCALE
100	95	1.0	55-57	80	2.5
97-99	94	1.1	52-54	79	2.6
94-96	93	1.2	49-51	78	2.7
91-93	92	1.3	46-48	77	2.8
88-90	91	1.4	43-45	76	2.9
85-87	90	1.5	40-42	75	3.0
82-84	89	1.6	36-39	74	3.1
79-81	88	1.7	32-35	73	3.2
76-78	87	1.8	28-31	72	3.3
73-75	86	1.9	24-27	71	3.4
70-72	85	2.0	20-23	70	3.5
67-69	84	2.1	16-19	69	3.6
64-66	83	2.2	12-15	68	3.7
61-63	82	2.3	8-11	67	3.8
58-60	81	2.4	4-7	66	3.9
			0-3	65	4.0