###### **EVALUATION SHEET**

**TO THE PRACTICUM SUPERVISOR OF THE HOST ESTABLISHMENT**

Please complete this evaluation form and send directly to the practicum coordinator of the school. Kindly check the rating that corresponds to your assessment to the student trainee on the applicable competency.

Thank you for your time and contributions in making each student’s practicum a valuable and interesting experience.

Rating Legend:

5 = Excellent

4 = Very Good

3 = Fair

2 = Poor

1 = Very Poor

NA = Not applicable

| **COMPETENCY ON TECHNICAL SUPPORT**   * **Applicable** * **Not applicable** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 | NA |
| Demonstrated proficiency in making company documentation using word processor, electronic spreadsheet and presentation software. |  |  |  |  |  |  |
| Demonstrated skills in installing, upgrading and fixing software like network operating software, operating software and applications |  |  |  |  |  |  |
| Demonstrated skills in creating a simple LAN and configure connected computers |  |  |  |  |  |  |
| Demonstrated skills in installing and fixing hardware peripherals and other I/O devices |  |  |  |  |  |  |
| Demonstrated speed and accuracy in typing |  |  |  |  |  |  |
| Demonstrated skills in internet operations such as creating and using e-mail, searching and locating information, downloading files or software, e-groups and blogs. |  |  |  |  |  |  |
| Ability in observing occupational health and safety procedures |  |  |  |  |  |  |
| **COMPETENCY ON SYSTEMS DEVELOPMENT**   * **Applicable** * **Not applicable** | | | | | | |
|  | 5 | 4 | 3 | 2 | 1 | NA |
| Demonstrated adequate knowledge in conducting business process review of the company |  |  |  |  |  |  |
| Demonstrated skills in developing a functional company business application |  |  |  |  |  |  |
| Demonstrated adequate knowledge in developing maintenance plan for a functional system |  |  |  |  |  |  |
| **COMPETENCY ON BUSINESS OPERATIONS**   * **Applicable** * **Not applicable** | | | | | | |
|  | 5 | 4 | 3 | 2 | 1 | NA |
| Demonstrated skills in performing basic accounting process |  |  |  |  |  |  |
| Demonstrated ability in performing actual human resource operations and works |  |  |  |  |  |  |
| Demonstrated ability in managing customer relations |  |  |  |  |  |  |
| Demonstrated ability in performing sales and marketing operations and works |  |  |  |  |  |  |
| Demonstrated ability in performing logistics operations |  |  |  |  |  |  |
| **PERSONAL AND INTERPERSONAL SKILLS** | | | | | | |
|  | 5 | 4 | 3 | 2 | 1 | NA |
| Demonstrated the ability to integrate theories learned in school and the practical work in your company. |  |  |  |  |  |  |
| Demonstrated evidence of growth as a result of his apprenticeship. |  |  |  |  |  |  |
| Demonstrated assertiveness and cleverness to new endeavors in the course of his/her training. |  |  |  |  |  |  |
| Demonstrated adequate knowledge of work done. |  |  |  |  |  |  |
| Demonstrated promptness and active attendance. |  |  |  |  |  |  |
| Demonstrated skills in inter-personal relations |  |  |  |  |  |  |
| Demonstrated overall performance proficiency |  |  |  |  |  |  |

Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Evaluator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_