**EVALUATION SHEETS FOR INTERNSHIP/OJT TRAINEES**

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

Course : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Hours Of Training Required : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**JOB FACTORS Max. Rating Rating**

**to be given**

**A. Work Performance**

1. Knowledge of work(able to grasp as instructed) 10% =\_\_\_\_\_\_\_\_\_\_  
2. Quality of work (can cope with the demand of additional unexpected

work load in a limited time) 10% =\_\_\_\_\_\_\_\_\_\_

3. Quality of work (performs an assigned job efficiently as possible) 10% =\_\_\_\_\_\_\_\_\_\_

4. Attendance (follows assigned work schedule) 10% =\_\_\_\_\_\_\_\_\_\_

5. Punctuality (reports to work assignment work schedule) 10% =\_\_\_\_\_\_\_\_\_\_

**B. Personality Traits**

1. Physical Appearance (personally well groomed and always wears

appropriate dress) 5% =\_\_\_\_\_\_\_\_\_\_

2. Attitude towards work (always shows enthusiasm and interest) 5% =\_\_\_\_\_\_\_\_\_\_

3. Courtesy (shows respect for authority at all times) 5% =\_\_\_\_\_\_\_\_\_\_

4. Conduct (observes rules and regulations of establishment) 5% =\_\_\_\_\_\_\_\_\_\_

5. Perseverance and industriousness (shows initiative and interests in

work over and above what is assigned) 5% =\_\_\_\_\_\_\_\_\_\_

6. Drive and leadership (inquisitive and aggressive) 5% =\_\_\_\_\_\_\_\_\_\_

7. Mental maturity (effective and calm under pressure) 5% =\_\_\_\_\_\_\_\_\_\_

8. Sociability (can work harmoniously with other employees) 5% =\_\_\_\_\_\_\_\_\_\_

9. Reliability (trusted to be left alone to use or operate office

equipment) 5% =\_\_\_\_\_\_\_\_\_\_

10. Possession of traits necessary for employment in this kind of work. 5% =\_\_\_\_\_\_\_\_\_\_

Total Rating 100% =\_\_\_\_\_\_\_\_\_\_

Note: Passing Rate is 75%.

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

Trainee’s Supervisor

Signature over Printed Name

Department Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Field of Training Given: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Inclusive Date of Training: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Total Number of Hours Rendered by the Trainee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certified True and Correct:

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

HR Personnel or Authorized Representative

Signature over Printed Name

Please return this to Trainee with **Certificate of Completion of the total number of hours rendered**.