**ON THE JOB TRAINING (OJT) EVALUATION**

**Trainee’s/School’s Performance Evaluation**

Name of the Student (Trainee) :**Katrina Ricci C. Batin** Course/Major of the Student: **BS Computer Engineering**

Trainee’s School: \_**Polytechnic University of the Philippines – Sta. Mesa, Manila**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Company/School the Trainee is Assigned: \_**LexMeet Inc.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/School Address: \_**Unit 608 6th Floor AIC Burgundy Empire Tower, ADB Ave, Ortigas Center, Pasig, 1605 Metro Manila**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Evaluator: \_**Atty. Marlon Valderama**\_\_\_\_\_\_ Evaluator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_**Founder/CEO**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Term: \_**Summer 2024**\_\_\_\_ Date: \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please rate the trainee/School based on the following criteria. Put a c heck mark o the scale 5 being the highest and 1 as the lowest rating: **5 (Outstanding), 4 (Very Satisfactory), 3 (Satisfactory), 2 (Fair), 1 (Poor)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | 5 | 4 | 3 | 2 | 1 |
| 1 | The trainee's performance manifests enough theoretical knowledge gain on pre-requisite subjects |  |  |  |  |  |
| 2 | The Trainee's performance manifests practical/hands-on experience as catalyst to the efficiency in OJT |  |  |  |  |  |
| 3 | The trainee shows high degree of humility and respect to all stakeholders in the company |  |  |  |  |  |
| 4 | The trainee is hone enough to basic industry procedures and decorum |  |  |  |  |  |
| 5 | The trainee regularly and promptly attends to the schedules set by the company |  |  |  |  |  |
| 6 | The trainee easily adapt to the company's culture and shows adherence to policies and practices |  |  |  |  |  |
| 7 | The trainee easily and accurately grasps the technicalities of trainings and consequently delivers |  |  |  |  |  |
| 8 | The trainee exercise efficient monitoring of trainee and collaboration with the company counterpart |  |  |  |  |  |
| 9 | The trainee manifests good background in teamwork |  |  |  |  |  |
| 10 | The trainee exercise resourcefulness and creativity in handling workloads in the training |  |  |  |  |  |
| 11 | The school curriculum contains subjects that are pre requisites to the company's line of work |  |  |  |  |  |
| 12 | The subjects are accurately positions to prepare the trainee for OJT |  |  |  |  |  |
| 13 | The school assigns coordinators advisers who are easy and prompt to collaborate with in relations to the OJT matters |  |  |  |  |  |
| 14 | The school has effective system of deploying the students for OJT |  |  |  |  |  |
| 15 | The school has no pending complaint or derogatory record or image relative to sending students for OJT |  |  |  |  |  |
| 16 | The school promptly provides documents that are necessary in processing the application of trainees for OJT |  |  |  |  |  |
| 17 | The school provides the company with well-defined evaluation system to which trainee's performance shall be rated |  |  |  |  |  |
| 18 | The school exercise efficient monitoring of trainee and collaboration with the company counterpart |  |  |  |  |  |
| 19 | The school implements enough duration of OJT |  |  |  |  |  |
| 20 | The school’s internship program invites lasting collaboration and linkage with the company |  |  |  |  |  |

Comments: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**