



## APPRENTICESHIP PERFORMANCE EVALUATION FORM

"In compliance with the requirements of the Data Privacy Act, we would like to secure your consent on the general use and sharing of information to process your personal data for the purpose of documentation and accreditation evidence. The personal data collected herein, will only be used for the purpose stated above and will be stored digitally and eventually be disposed securely after 5 years in accordance to AdU's retention and disposal policies."

### Part I.

NAME: \_\_\_\_\_ STUDENT No.: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

DIVISION/PLANT ASSIGNED: \_\_\_\_\_

INCLUSIVE DATE OF TRAINING: FROM \_\_\_\_\_ TO \_\_\_\_\_ TOTAL HRS: \_\_\_\_\_

### Part II. (To be filled out by the company representative)

Brief Job Description of Student-Trainee (Required)

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Note: Use a scale of 1 to 10, 1 being the lowest and 10 being the highest.

CRITERIA	RATING
1. <b>QUALITY OF WORK</b> – The performance or work done by the trainee is in accordance with the requirements of the cooperating company	
2. <b>ATTITUDE TOWARD WORK</b> – The trainee shows enthusiasm and interest for the assigned task	
3. <b>JUDGEMENT</b> – The trainee shows ability to make sound decisions pertaining to the assigned task	
4. <b>COOPERATION</b> – The trainee shows ability to work well with everyone, good team worker	
5. <b>DEPENDABILITY</b> – The trainee can be relied upon to accomplish the assigned task on time	
6. <b>COMPREHENSION</b> – The trainee shows ability to understand instructions pertaining to the assigned task	
7. <b>CREATIVITY</b> – The trainee shows ability to apply new ideas in solving problems related to the assigned task	
8. <b>ACCURACY</b> – The trainee can accomplish the assigned task to the specified instruction	
9. <b>COMMUNICATION SKILLS</b> – The trainee shows ability to speak and write clearly and correctly in both English and Filipino	
10. <b>ATTENDANCE &amp; PUNCTUALITY</b> – The trainee reports for work regularly and on time (not using the grace period)	
<b>TOTAL RATING</b>	

### ADDITIONAL OBSERVATION AND/OR SIGNIFICANT INFORMATION: (REQUIRED)

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EVALUATED BY:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

**F-VPAA-017 (08-01-23)**

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