

## ON-THE-JOB PERFORMANCE RATING

Name: \_\_\_\_\_ Course: \_\_\_\_\_  
Company: \_\_\_\_\_ Division: \_\_\_\_\_  
Duration: \_\_\_\_\_ Total Hours Rendered: \_\_\_\_\_

### TRAINING DESCRIPTION:

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PERFORMANCE FACTOR	PERFORMANCE RATING				
1. JOB KNOWLEDGE (20%) The demonstration of technical, administrative and specialized knowledge during the on the job period.	1-4	5-8	9-12	13-16	17-20
2. QUALITY OF WORK (15%) Is accurate thorough, and produces effective work; work produced meets expectations.	1-3	4-6	7-9	10-12	13-15
3. TIMELINESS OF WORK/OUTPUT (10%) Able to attain the level of work output and carry out job assignments in their order of priority.	1-2	3-4	5-6	7-8	9-10
4. JUDGEMENT (15%) Ability to analyze problems and procedures, evaluate alternatives, and select the best course of actions.	1-3	4-6	7-9	10-12	13-15
5. CREATIVITY (5%) Ability to visualize and suggest new ways doing things.	1	2	3	4	5
6. DEPENDABILITY (5%) The extent to which the trainee effectively and enthusiastically accomplishes assignments with minimal supervision.	1	2	3	4	5
7. INITIATIVE (5%) The degree to which the trainee independently performs and accomplishes assignments.	1	2	3	4	5
8. WORK HABITS (10%) The manner in which the trainee conducts his or herself.	1-2	3-4	5-6	7-8	9-10
9. TEAMWORK (10%) The degree of cooperation and working well with others.	1-2	3-4	5-6	7-8	9-10
10. COMMUNICATION SKILLS (5%) Ability in oral and written communication.	1	2	3	4	5

### RATING FOR JOB PERFORMANCE:

Rated by: \_\_\_\_\_

Noted by: \_\_\_\_\_