**EVALUATION INSTRUMENT for TRAINING SUPERVISOR**

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

Course/Year and Section: \_\_\_\_\_\_\_\_\_\_School Term: \_\_\_\_\_\_\_\_Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_

Name of the Host Training Establishment (HTE)/Nature of Industry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Name of the Student Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Legend:**

| I. Mentoring /Coaching | 5 | 4 | 3 | 2 | 1 | Remarks |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Orients the students on the company goals, objectives, and policies |  |  |  |  |  |  |
| 1. Discusses the duties, responsibilities, and specific task related to internship training program outcomes |  |  |  |  |  |  |
| 1. Provides clear instructions, tips and advice on job-related task |  |  |  |  |  |  |
| 1. Encourages student-intern’s initiative, creativity and innovativeness in the workplace when necessary |  |  |  |  |  |  |
| 1. Gives student-intern the opportunity to raise issues and /or concerns to be address |  |  |  |  |  |  |
| 1. Reports to the concerned internship adviser the status of the student-intern’s training exposure |  |  |  |  |  |  |
| II. Interpersonal Skills | 5 | 4 | 3 | 2 | 1 | Remarks |
| 1. Builds and environment of trust and encouragement that allows student-interns to foster their ideas and to cooperate |  |  |  |  |  |  |
| 1. Encourages the trainee to interact with colleagues |  |  |  |  |  |  |
| 1. Builds healthy working relationship with the student-intern to facilitate accomplishment of goals. |  |  |  |  |  |  |
| 1. Encourages collaborations and communication in the work station |  |  |  |  |  |  |
| III. Work Ethics | 5 | 4 | 3 | 2 | 1 | Remarks |
| 1. Promotes professional and positive workplace behavior in terms of punctuality and productivity |  |  |  |  |  |  |
| 1. Ensures that all interactions are conducted with respect towards every individual |  |  |  |  |  |  |
| 1. Accept responsibility and accountability for decision and actions taken |  |  |  |  |  |  |
| 1. Uses appropriate oral and written communication in the workplace |  |  |  |  |  |  |
| 1. Respects inclusivity and diversity in the workplace |  |  |  |  |  |  |
| IV. Support and Assistance on Specific task | 5 | 4 | 3 | 2 | 1 | Remarks |
| 1. Provides the necessary resources to do the job successfully |  |  |  |  |  |  |
| 1. Sets clear expectations and standard measures for deliverable |  |  |  |  |  |  |
| 1. Allows the student-intern to participate in the work that directly correlates to their field of specialization |  |  |  |  |  |  |
| 1. Assist the student-intern in the technical and actual aspects of the training |  |  |  |  |  |  |
| 1. Assigns a regular schedule for consultation |  |  |  |  |  |  |
| 1. Maintains objectivity in evaluating and assessing student-intern |  |  |  |  |  |  |
| 1. Provides opportunities for learning and professionalism growth |  |  |  |  |  |  |
| V. Feedback Mechanism | 5 | 4 | 3 | 2 | 1 | Remarks |
| 1. Conducts weekly routine feedback on performance and expectations |  |  |  |  |  |  |
| 1. Gives constructive and regular descriptive feedback on student-interns’ progress |  |  |  |  |  |  |
| 1. Communicates to the internship adviser any concern, query, or issue regarding the internship |  |  |  |  |  |  |
| 1. Provides written evaluation for student-interns’ performance to further improve competitiveness |  |  |  |  |  |  |
| 1. Gives credit and recognitions for job-well done |  |  |  |  |  |  |

**Comment/s:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

