

**WORKPLACE MONTHLY EVALUATION FORM – MENTOR**

(Mentors to complete this evaluation feedback form on a monthly basis; this evaluation will form part of the learners Portfolio of Evidence) Please fax it monthly to: 086 632 9687 or email [pontshoh@torque-it.com](mailto:pontshoh@torque-it.com) /[matlhogonolon@torque-it.com](mailto:matlhogonolon@torque-it.com)

Using the ratings below, please indicate how the learner performed in relation to all the criteria, and then give an overall rating.

**Learner Name:** Shalom Marimi

**Company Name:** DVT

**Mentor Name:** Mthunzi Huna

**Month of Evaluation:** September 2016

**RATINGS:**    **Excellent** – exceptional performance  
                   **Average** – good performance; proficient  
                   **Below Average** – inadequate performance  
                   **Not Applicable (N/A)** – performance was not observed

<b>1. Extended Application</b> <b>Traits – Please tick where appropriate</b>	<b>Excellent</b>	<b>Average</b>	<b>Below Average</b>	<b>N/A</b>
Learner demonstrates evidence of personal relevance by showing a clear understanding of the connection between classroom training and on-the-job tasks.	X			
Learner demonstrates efficient use of knowledge and skills obtained in the classroom.	X			
Learner demonstrates effective communication skills with workplace mentor and fellow employees.	X			
Learner demonstrates good teamwork with workplace mentor and fellow employees.		X		
Learner is capable of applying problem solving techniques.		X		
<b>FINAL JUDGMENT</b>	X			

## MONTHLY EVALUATIONS

<b>2. Behavioral Traits</b> Please tick where appropriate	<b>Excellent</b>	<b>Average</b>	<b>Below Average</b>	<b>N/A</b>
The learner was punctual	X			
The learner was well mannered	X			
The learner followed instructions well	X			
The learner tackled tasks with enthusiasm		X		
The learner was able to cope with the workload		X		
The learner adapted easily to new challenges	X			
The learner knew enough to do the job	X			
The learner got along well with peers/ team mates		X		
Assistance was always available when the learner required it		X		

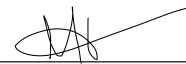
### 3. Please supply us with comments that further describe the learner's performance in the workplace setting:


*Shalom*

Learner Signature

29 September 2016

Date:



Mentor Signature

29 September 2016

Date: