

	Reference No.: BatStateU-FO-OJT-03	Effectivity Date: August 8, 2018	Revision No.: 00		
STUDENT-TRAINEE'S PERFORMANCE APPRAISAL REPORT					
Student Trainee/ Program/ Year Level Jim Limuel Manlangit/BSIT/4th Year		Name of Company NeoDocto Inc.			
Semester/ No. of Training Hours 2nd Semester/500 hours		Address of Company 245 Park Avenue, 39th floor, Manhattan, New York, 10167			
Part I – DIRECTION: Please rate by checking the appropriate column that best describes the performance of the above student trainee. Please use the ratings as follows: Five (5) being the highest and one (1) the lowest.					
CRITERIA	5	4	3	2	1
ATTENDANCE & PUNCTUALITY					
1. Reports on time		✓			
2. Reports regularly	✓				
3. Requests permission before being absent	✓				
PERFORMANCE					
1. Knows his/her work well	✓				
2. Completes assignment on time	✓				
3. Works with speed and accuracy	✓				
4. Ensures quality of work		✓			
5. Produces much output with less time	✓				
6. Displays resourcefulness		✓			
7. Requires less supervision		✓			
8. Has initiative		✓			
GENERAL ATTITUDE					
1. Shows interest in his/her work		✓			
2. Accepts suggestions	✓				
3. Cooperates well with everybody		✓			
4. Exhibits honesty and dependability		✓			
5. Follows instruction	✓				
6. Observes safety rules and regulations		✓			
7. Accepts responsibility		✓			
8. Respects superiors	✓				
9. Shows friendliness and pleasant attitude		✓			
TOTAL POINTS: 89					
COMMENT/SUGGESTIONS: The student did an excellent job & easily adapted to the culture of the organization.					
Rated by: <i>Anjali Shetty</i> Training Supervisor					
Part II – To be accomplished by the OJT Coordinator:					
Name of student –trainee:			Course/Year:		
Name of Company:			Semester:	S.Y.:	
Part III – In-Plant Performance Appraisal					
OJT Coordinator Performance Appraisal and other requirements					
60% =					
40% =					
Total: 100%					
Final Grade: _____					
Rating Scale:					
Numerical Grade	Equivalent	Adjectival Grade	Numerical Grade	Equivalent	Adjectival Grade
1.00	98-100	Excellent	2.75	78-79	Fairly Satisfactory
1.25	94-97	Superior	3.00	75-77	Passing
1.50	90-93	Very Good	4.00	70-74	Conditional Failure
1.75	88-89	Meritorious	5.00	Below 70	Failure
2.00	85-87	Very Satisfactory	Inc		Incomplete
2.50	80-82	Satisfactory	Drp		Dropped
Rater:					
OJT Coordinator					