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| C:\Users\BSU\Pictures\BSU-Logo.gif | 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: 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 60% = OJT Coordinator Performance Appraisal and other requirements 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** | | | | | | | | | | | | |

