



OFFICE OF THE INDUSTRIAL LINKAGES AND COORDINATION

**OJT PERFORMANCE EVALUATION**

Trainee: \_\_\_\_\_ Student ID No. \_\_\_\_\_  
 Course: \_\_\_\_\_ Major: \_\_\_\_\_  
 Name of Company/Agency: \_\_\_\_\_  
 Period Covered: \_\_\_\_\_ Training Hours \_\_\_\_\_  
 Training Schedule: \_\_\_\_\_  
 Job Assignment/Description: \_\_\_\_\_

**Direction:** This form seeks your objective, honest and fair evaluation of the Student-Trainee's performance. Please indicate your rating on the different items by checking the appropriate number using the rating scale indicated herewith.

- 5 - Outstanding**                      **2 - Unsatisfactory**  
**4 - Very Satisfactory**              **1 - Poor**  
**3 - Satisfactory**

	1	2	3	4	5
1 Reports to work on time and regularly					
2 Reports to work in proper uniform and good grooming					
3 Accepts responsibility and volunteer for an assignment					
4 Establishes rapport with the personnel he/she is associated with					
5 Cooperates with co-trainees with job-related concerns					
6 Shows respect to his/her co-trainees, workers and superiors					
7 Has a great deal of initiative and enthusiasm to learn the job					
8 Learns job details quickly					
9 Performs the job without needing close supervision					
10 Finds way to do the job better					
11 Follows job instructions correctly					
12 Performs job with ease and self-confidence					
13 Finishes job on time					
14 Prepares/submits report accurately/punctually					
15 Makes a worthwhile suggestions					
16 Courteous and considerate to clients					
17 Observes company's rule and regulations					
18 Exhibits orderly and safe working habits					
<b>Total:</b>					

Average Rating: \_\_\_\_\_ = Percentage Rating (%): \_\_\_\_\_

Conforme:

\_\_\_\_\_  
 Trainee

\_\_\_\_\_  
 Signature of Rater over printed name

Noted:

**RODIBELLE F. LEONA, MSIT**

\_\_\_\_\_  
 Position/ Designation