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| **NAME**  **OF TRAINING SUPERVISOR** |  |
| **DESIGNATION** |  |
| **COMPANY** |  |
| **DEPARTMENT** |  |
| **ADDRESS** |  |
| **TELEPHONE NUMBER** |  |
| **NAME OF STUDENT** |  |
| **POSITION OF STUDENT**  **IN THE COMPANY** |  |
| **JOB DESCRIPTION**  **OF THE STUDENT** |  |
| **HOURS COMPLETED** |  |

*Please rate the student-trainee assigned to your specific department based on each of the criteria listed below. Kindly check on the box which corresponds to your evaluation. Please check only one box per criterion. Thank you very much.*

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| --- | --- | --- | --- | --- | --- |
| **WORK ATTITUDE** | **EXCELLENT** | **VERY GOOD** | **GOOD** | **FAIR** | **POOR** |
| Regular Attendance | ☐ | ☐ | ☐ | ☐ | ☐ |
| Punctual in Reporting to Work | ☐ | ☐ | ☐ | ☐ | ☐ |
| Willingness to Accept Responsibility | ☐ | ☐ | ☐ | ☐ | ☐ |
| Ability to Follow Instructions | ☐ | ☐ | ☐ | ☐ | ☐ |
| Completion of Assigned Tasks | ☐ | ☐ | ☐ | ☐ | ☐ |
| Systematic in Doing Task | ☐ | ☐ | ☐ | ☐ | ☐ |
| Neatness of Assigned Work | ☐ | ☐ | ☐ | ☐ | ☐ |
| Ability to Use Equipment | ☐ | ☐ | ☐ | ☐ | ☐ |
| Awareness of Work Assignment | ☐ | ☐ | ☐ | ☐ | ☐ |

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| **PERSONAL TRAITS** | **EXCELLENT** | **VERY GOOD** | **GOOD** | **FAIR** | **POOR** |
| Personal Grooming | ☐ | ☐ | ☐ | ☐ | ☐ |
| Wearing of Appropriate Attire | ☐ | ☐ | ☐ | ☐ | ☐ |
| Courtesy and Politeness | ☐ | ☐ | ☐ | ☐ | ☐ |
| Helpfulness | ☐ | ☐ | ☐ | ☐ | ☐ |
| Industriousness | ☐ | ☐ | ☐ | ☐ | ☐ |
| Initiative | ☐ | ☐ | ☐ | ☐ | ☐ |
| Calmness under Pressure | ☐ | ☐ | ☐ | ☐ | ☐ |

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| **COMMENTS:** |
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| **OVERALL RATING OF THE STUDENT-TRAINEE IN YOUR DEPARTMENT:** *(Please check only one)* | | | | |
|  | ☐ 1.00 (Outstanding)  ☐ 1.25 (Excellent)  ☐ 1.50 (Remarkable) | ☐ 1.75 (Very Good)  ☐ 2.00 (Good)  ☐ 2.25 (Average) | ☐ 2.50 (Satisfactory)  ☐ 2.75 (Fair)  ☐ 3.00 (Passed) |  |
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**EVALUATED BY :**

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| --- |
| SIGNATURE OVER PRINTED NAME  DATE : \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_ |