



TRAINEE EVALUATION FORM INDUSTRIAL TRAINING (S.O.H)
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Code	SKM/Skills	<input type="text"/>	Restaurant	<input type="text"/>	Kitchen	<input type="text"/>
	Certificate	<input type="text"/>	Banquet	<input type="text"/>		
	Diploma	<input type="text"/>	Housekeeping	<input type="text"/>		
	Advanced Diploma	<input type="text"/>	Front Office	<input type="text"/>		

NAME		Starting Date	
STUDENT ID		Completion Date	
COURSE		Gender	

EVALUATION CRITERIA
*Level of competency

	1	2	3	4	5
	Not Competent	Need Improvement	Met Expectation	Exceed Expectation	Outstanding

1. INTERPERSONAL SKILLS

With Co-workers					
With Supervisor					
With Workers from other department					
Team participation					
Team Contribution					
Commitment to team success					

2. COMMUNICATION SKILLS

Written Expression					
Oral Expression					
Body Language					
Tact and Diplomacy					

3. TECHNICAL SKILLS

Job Knowledge					
Analyze problems					
Provides suggestion for work improvement					
Employs tools of the job competently					
Follow proper safety procedures					

4. WORKING SKILLS (Characteristic the trainee's demonstrate while performing job assignments)

Open to new ideas and approaches					
Initiative					
Planning & Organizing					
Flexible / Adaptable					
Follow Instruction					
Seeks additional training and development					
Attendance					
Punctuality					

5. PRODUCTIVITY (Trainee's success in producing the required amount of work)

Priority setting					
Amount of work completed					
Work completed on schedule					

6. QUALITY OF WORK (Manner in which the trainee complete job assignment)

Accuracy or precision					
Thoroughness/ Neatness					
Reliability					
Responsiveness to request for service					
Follow-through/ follow-up					
Judgment/ Decision Making					

GENERAL COMMENTS:

EVALUATED BY

DATE

COMPANY STAMP

DESIGNATION

SIGNATURE

TOTAL OVERALL SCORING

____/160x 60 = _____