

Training Performance Evaluation

TRAINEE:		TITLE:	
SITE SUPERVISOR/Trainer:	COMPANY:	TELEPHONE:	DATE OF EVALUATION:
TRAINING OBJECTIVE FOR THIS MONTH:			
PERFORMANCE AND CONDUCT			

Knowledge of Work:

- Fails to have basic knowledge and comprehension
- Meets minimum requirements expected
- Has the knowledge to perform satisfactory job assignment
- Above average, well informed in field of assignments

Dependability

- Cannot be left to work alone
- Requires close supervision, seldom works alone
- Usually dependable, requires normal supervision
- Frequently works independent of supervisor
- Always performs reliable work without supervision

Quality of Work

- Occasionally produces accurate work
- Average dependability and accuracy
- Above average dependability and accuracy

Initiative

- Seldom works without direction
- Displays average drive and Imagination
- Looks for and takes on additional tasks

Attendance

- Occasionally absent/tardy without good reason
- Absent/tardy occasionally with good reason
- Seldom absent/tardy
- Consistent attendance

Response to Instruction

- Reluctant but complies
- Completes assignments cooperatively
- Outstanding effort, enjoy assisting others, satisfaction in responding

Personnel Appearance

- Dress and grooming acceptable for work standards
- Usually above average care of clothing and grooming
- Well groomed and appropriately attired at all times

Tolerance for Constructive Criticism

- Easily offended, resents criticism
- Accepts criticism, occasionally make efforts to improve
- Accepts criticism well, consistently makes Effort to improve

Relationship with other

- Tactless and/or uncooperative
- Usually works well with others
- Always works well with others

Additional Concerns

Is monthly objective met? yes no If no, please explain.

Other comments

We hereby acknowledge that above evaluation has been conducted and the information contained in this report is to be used to aid in developing services appropriate to meet client's training objective.

Trainee's Signature: _____ Supervisor's Signature: _____