 Republic of the Philippines

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**PERFORMANCE EVALUATION FORM**

**(Practicum Training)**

**Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Covered: From\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_ Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To the Rater:

 This form has been developed to monitor the performance of each practicum trainee only for grading purposes but also to provide basis for identifying his strengths & weaknesses:

 Kindly rate the trainee in each of the traits indicated below by encircling the appropriate number that corresponds to your OBJECTIVE EVALUATION of his/her performance in your department using the scale provided.

 5 – Outstanding (O)

 4 – Very Satisfactory (VS)

 3 – Satisfactory (S)

 2 – Needs Improvement (NI)

 1 – Unacceptable (U)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CRITERIA | O | VS | S | NI | U |
| A.**QUALITY OF WORK** |  |  |  |  |  |
| 1. Accuracy of completed work according to the operational standards
 | 5 | 4 | 3 | 2 | 1 |
| 1. Thoroughness & attention to detail in performing the assigned tasks.
 | 5 | 4 | 3 | 2 | 1 |
| 1. Neatness & presentation of work.
 | 5 | 4 | 3 | 2 | 1 |
| **B. PRODUCTIVITY** |  |  |  |  |  |
| 1. Effective use of time
 | 5 | 4 | 3 | 2 | 1 |
| 1. Task Accomplished
 | 5 | 4 | 3 | 2 | 1 |
| 1. Prompt completion of work assignments
 | 5 | 4 | 3 | 2 | 1 |
| 1. Useful or effective application of knowledge & skills
 | 5 | 4 | 3 | 2 | 1 |
| **C. WORK HABITS, TALENTS & SKILLS** |  |  |  |  |  |
| 1. Appropriate Attire
 | 5 | 4 | 3 | 2 | 1 |
| 1. Adherence to policies & procedures
 | 5 | 4 | 3 | 2 | 1 |
| 1. Attendance & punctuality
 | 5 | 4 | 3 | 2 | 1 |
| 1. Ability to communicate effectively to guest, supervisor & colleagues.
 | 5 | 4 | 3 | 2 | 1 |
| 1. Ability to think independently.
 | 5 | 4 | 3 | 2 | 1 |
| 1. Ability to remain calm & in control when presented with stressful situations.
 | 5 | 4 | 3 | 2 | 1 |
| 1. Demonstrates an interest & willingness to learn the task required to maintain operational standards.
 | 5 | 4 | 3 | 2 | 1 |
| **D. INTERPERSONAL WORK RELATIONSHIP** |  |  |  |  |  |
| 1. Demonstrates positive relationship with the establishments’ workers.
 | 5 | 4 | 3 | 2 | 1 |
| 1. Relates effectively with visitors in a friendly & courteous manner.
 | 5 | 4 | 3 | 2 | 1 |
| 1. Accepts suggestions, directions & constructive criticism from employees & supervisors.
 | 5 | 4 | 3 | 2 | 1 |
| 1. Cooperative team player.
 | 5 | 4 | 3 | 2 | 1 |

Comments, general impressions & observations regarding the capability, behaviour & personality of the trainee.

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Evaluated by:

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Signature over Printed Name

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Position/ Designation