



Reference No.: BatStateU-FO-OJT-03

Effectivity Date: August 22, 2016

Revision No.: 00

**STUDENT-TRAINEE'S PERFORMANCE APPRAISAL REPORT**

<b>Student Trainee/ Program/ Year Level</b>	<b>Name of Company</b>
<b>Semester/ No. of Training Hours</b>	<b>Address of Company</b>

**Part I – DIRECTION:** Please rate by checking the appropriate column that best describes the performance of the above student trainee. Please use the ratings as follows: Five (5) being the highest and one (1) the lowest.

CRITERIA	5	4	3	2	1
<b>ATTENDANCE &amp; PUNCTUALITY</b>					
1. Reports on time					
2. Reports regularly					
3. Requests permission before being absent					
<b>PERFORMANCE</b>					
1. Knows his/her work well					
2. Completes assignment on time					
3. Works with speed and accuracy					
4. Ensures quality of work					
5. Produces much output with less time					
6. Displays resourcefulness					
7. Requires less supervision					
8. Has initiative					
<b>GENERAL ATTITUDE</b>					
1. Shows interest in his/her work					
2. Accepts suggestions					
3. Cooperates well with everybody					
4. Exhibits honesty and dependability					
5. Follows instruction					
6. Observes safety rules and regulations					
7. Accepts responsibility					
8. Respects superiors					
9. Shows friendliness and pleasant attitude					

**TOTAL POINTS:**

**COMMENT/SUGGESTIONS:**

**Rated by:**

\_\_\_\_\_

**Training Supervisor**

**Part II – To be accomplished by the OJT Coordinator:**

<b>Name of student –trainee:</b>	<b>Course/Year:</b>	
<b>Name of Company:</b>	<b>Semester:</b>	<b>S.Y.:</b>

**Part III – In-Plant Performance Appraisal** \_\_\_\_\_ **60%** = \_\_\_\_\_  
**OJT Coordinator Performance Appraisal and other requirements** \_\_\_\_\_ **40%** = \_\_\_\_\_  
**Total: 100%**  
**Final Grade:** \_\_\_\_\_

**Rating Scale:**

Numerical Grade	Equivalent	Adjectival Grade	Numerical Grade	Equivalent	Adjectival Grade
1.00	98-100	Excellent	2.75	78-79	Fairly Satisfactory
1.25	94-97	Superior	3.00	75-77	Passing
1.50	90-93	Very Good	4.00	70-74	Conditional Failure
1.75	88-89	Meritorious	5.00	Below 70	Failure
2.00	85-87	Very Satisfactory	Inc		Incomplete
2.50	80-82	Satisfactory	Drp		Dropped

**Rater:**

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**OJT Coordinator**