**Cooperative Training Evaluation Report by the Company**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student's Name** |  | **I.D. No** |  |
| **Major** |  |
| **Training Period From** | **30/08/2015** | **To** | **10/12/2015** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Evaluation Criteria** |  | **marks** |  | **Evaluation Criteria** |  | **Marks** |
| ***1. Attitude :*** |  | **Max** | **Actual** |  | ***6. Attendance :*** |  | **Max** | **Actual** |
|  |  |  |  |  |  |  |  |
| Highly Enthusiastic |  | **5** |   |  | Regular |  | **5** |   |
| Industrious |  | **4** |   |  | Not very regular |  | **4** |   |
| Indifferent |  | **3** |   |  | Irregular |  | **3** |   |
| Not motivated |  | **2** |   |  | Needs supervision |  | **2** |   |
| Poor |  | **1** |   |  | Poor |  | **1** |   |
| ***2. Initiatives :*** |  |  |   |  | ***7. Team Spirit :*** |  |  |  |
| Highly initiative |  | **5** |   |  | Exceptionally well |  | **5** |   |
| Requires minimum direction |  | **4** |   |  | Works well with others |  | **4** |   |
| Confident, knows his way |  | **3** |   |  | Gets along satisfactorily |  | **3** |   |
| Lacks enough drive |  | **2** |   |  | Cannot get along with others easily |  | **2** |   |
| Poor |  | **1** |   |  | Cannot work in a team |  | **1** |   |
| ***3. Ability to Learn :*** |  |  |  |  | ***8. Communication Skills :*** |  |  |  |
| Fast Learner |  | **5** |   |  | Clear about what he wants to say  |  | **5** |   |
| Learns readily |  | **4** |   |  | Makes himself reasonably |  | **4** |   |
| Average in learning |  | **3** |   |  | Needs help in explaining things |  | **3** |   |
| Slow learner |  | **2** |   |  | Not very good communicator |  | **2** |   |
| Poor learner |  | **1** |   |  | Poor communicator |  | **1** |   |
| ***4. Quality of Work :***  |  |  |  |  | ***9. Practice of Safety Regulations :*** |  |  |  |
| Excellent  |  | **5** |   |  | Strives hard to follow safety rules |  | **5** |   |
| Very good |  | **4** |   |  | Reasonably follows the rules |  | **4** |   |
| Average in learning |  | **3** |   |  | Needs advice most of the time |  | **3** |   |
| Below average |  | **2** |   |  | Lacks safety consciousness |  | **2** |   |
| Poor |  | **1** |   |  | Poor safety attitude |  | **1** |   |
| ***5. Dependability :*** |  |  |  |  | ***10. Judgment :*** |  |  |  |
| Fully dependable |  | **5** |   |  | Very mature |  | **5** |   |
| Requires minimum direction |  | **4** |   |  | Good common sense |  | **4** |   |
| Confident, knows his way |  | **3** |   |  | Normally gets it right first time |  | **3** |   |
| Lacks confidence |  | **2** |   |  | Below expectation |  | **2** |   |
| Unreliable |  | **1** |   |  | Unreliable |  | **1** |   |
|  |  | ***Sub-Total*** |  |  |  |  | ***Sub-Total*** |  |
| ***Grant - Total :*** |   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |  |
| **Evaluated By** |  |  |  |  |  |  |  |  |
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|  Name of Training Supervisor Signature Date |
|  |  |  |  |  |  |  |  |  |
| **Overall Recommendation** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Based on the performance of the Trainee, will you recommend him for employment in your company : **Yes** [ ] **No** [ ] |
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|  Name of Department Training Manager Signature Date Company Stamp |