**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 | | | | | | | | |