



INDUSTRIAL PLACEMENT EVALUATION FORM

COURSE LEVEL: SKM / SKILL CERTIFICATE DIPLOMA

NAME

IC / PASSPORT NO GENDER

STUDENT ID STARTING DATE

PROGRAM / INTAKE COMPLETION DATE

| EVALUATION CRITERIA | 1 | 2 | 3 | 4 | 5 |
|-----------------------------|---------------|------------------|------------------|--------------------|-------------|
| <i>*Level of Competency</i> | Not Competent | Need Improvement | Meet Expectation | Exceed Expectation | Outstanding |

1. INTERPERSONAL SKILLS

| | | | | | |
|------------------------------------|--|--|--|--|--|
| With Co-workers | | | | | |
| With Supervisors | | | | | |
| With workers from other department | | | | | |
| Team participation | | | | | |
| Team Contribution | | | | | |
| Commitment to team success | | | | | |

2. COMMUNICATION SKILLS

| | | | | | |
|--------------------|--|--|--|--|--|
| Written Expression | | | | | |
| Oral Expression | | | | | |
| Body Language | | | | | |
| Tact and diplomacy | | | | | |

3. TECHNICAL SKILLS

| | | | | | |
|-------------------------------------------|--|--|--|--|--|
| Job Knowledge | | | | | |
| Analyze problems | | | | | |
| Provides suggestions for work improvement | | | | | |
| Employs tools of the job procedures | | | | | |
| Follows proper safety procedure | | | | | |

4. WORKING SKILLS *(Characteristics the trainee's demonstrate while performing jobs assignments)*

| | | | | | |
|-------------------------------------------|--|--|--|--|--|
| Open to new ideas and approaches | | | | | |
| Initiative | | | | | |
| Planning & Organizing | | | | | |
| Flexible/Adaptable | | | | | |
| Follow instructions | | | | | |
| Seeks additional training and development | | | | | |
| Attendance | | | | | |
| Punctuality | | | | | |

5. PRODUCTIVITY *(Trainee's success in producing the required amount of work)*

| | | | | | |
|----------------------------|--|--|--|--|--|
| Priority Setting | | | | | |
| Amount of work completed | | | | | |
| Work completed on schedule | | | | | |

6. QUALITY OF WORK *(Manner in which the trainee complete job assignment)*

| | | | | | |
|----------------------------------------|--|--|--|--|--|
| Accuracy or precision | | | | | |
| Thoroughness/Neatness | | | | | |
| Reliability | | | | | |
| Responsiveness to request for services | | | | | |
| Follow-through /follow-up | | | | | |
| Judgement/Decision Making | | | | | |

GENERAL COMMENTS / REMARKS:

EVALUATED BY:

Name:

Designation:

Date:

Establishment Address / Official Stamp

TOTAL SCORE:

| | | |
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