



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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