



جامعة فهد بن سلطان
FAHAD BIN SULTAN UNIVERSITY

Exams and Assessment Policy - Training Evaluation Report -

| | | | |
|---------------------|-----------|----------------|-------------|
| Form # | AA-108-F7 | Revision # | 01 |
| Accessibility level | A | Effective date | 27-Apr-2015 |

Admission and Registration Office

دائرة القبول والتسجيل

Trainee Evaluation Report

| | |
|---------------|------------------------|
| Student Name: | University ID: |
| College: | Major: |
| Nationality: | National/Residence ID: |

| | |
|--|------------------------|
| Training Organization (Company/Institution): | |
| Training Start Date: / / | Training End Date: / / |

| Trainee's Knowledge, Skills, and Attitudes | Strongly Agree | Agree | No Opinion | Disagree | Strongly Disagree |
|---|----------------|-------|------------|----------|-------------------|
| The trainee generally showed a positive attitude towards his/her work. | | | | | |
| The trainee performed the assigned tasks according to expected quality standards. | | | | | |
| The trainee demonstrated organizational and planning skills. | | | | | |
| The trainee was cooperative with the team and performed well. | | | | | |

| Please rate the trainee in the following aspects: | Excellent | Good | Acceptable | Unacceptable |
|---|-----------|------|------------|--------------|
| Initiative | | | | |
| Judgment | | | | |
| Self-reliance | | | | |
| Responsibility | | | | |
| Adaptability | | | | |
| Self-preparation | | | | |
| Punctuality | | | | |
| Attendance | | | | |
| Acceptance of Criticism | | | | |
| Compliance with Rules | | | | |
| Learning Ability | | | | |
| Communication Skills | | | | |



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| | | | | | |
|---|------------------------------------|------------------------------------|-------------------------------|-------------------------------------|---------------------------------------|
| Would you allow the trainee another training period if requested? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | | |
| Overall Performance of the Trainee: | <input type="checkbox"/> Excellent | <input type="checkbox"/> Very Good | <input type="checkbox"/> Good | <input type="checkbox"/> Acceptable | <input type="checkbox"/> Unacceptable |

What are the most positive traits of the trainee?

What areas does the trainee need to improve?

Curriculum: How well did Fahad Bin Sultan University prepare this trainee? Exceptionally Well Very Well Adequately Inadequately

Considering the above performance evaluation, do you feel this student has the potential to secure a job in his/her field of study? Yes No

Additional Notes:

Training Supervisor:

Job Title:

Date: / /

Signature and Stamp:

نسخة مرشد الطالب

نسخة مشرف التدريب بالقسم

الأصل للحفظ في ملف الطالب