Trainee Evaluation Report

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

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

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| --- | --- | --- | --- | --- | --- |
| **Strongly Disagree** | **Disagree** | **No Opinion** | **Agree** | **Strongly Agree** | **Trainee's Knowledge, Skills, and Attitudes** |
|  |  |  |  |  | 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.  |

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

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| --- | --- | --- |
| [ ]  No | [ ]  Yes | Would you allow the trainee another training period if requested? |
| [ ]  Unacceptable | [ ] Acceptable | [ ]  Good | [ ]  Very Good | [ ]  Excellent | Overall Performance of the Trainee: |

|  |  |
| --- | --- |
|  | What are the most positive traits of the trainee? |
|  | What areas does the trainee need to improve? |
| [ ]  Inadequately | [ ]  Adequately | [ ] Very Well | [ ] Exceptionally Well | Curriculum: How well did Fahad Bin Sultan University prepare this trainee?  |
| [ ]  No | [ ]  Yes  | Considering the above performance evaluation, do you feel this student has the potential to secure a job in his/her field of study? |
|  | Additional Notes:  |

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| --- | --- |
|  | **Training Supervisor:** |
|  | **Job Title:** |
| **Date:** / /  |
| **Signature and Stamp:** |

*الأصل للحفظ في ملف الطالب نسخة مشرف التدريب بالقسم نسخة مرشد الطالب*