Trainee Evaluation Report

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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: |

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

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