

GREAT OAKS INSTITUTE OF TECHNOLOGY AND CAREER DEVELOPMENT

TRAINING EVALUATION

Date \_\_\_\_\_ Program Legal Management Campus Batavia

Student Name \_\_\_\_\_ Employer \_\_\_\_\_

Instructor Angie Kovacs Supervisor \_\_\_\_\_

**INSTRUCTIONS :** Your constructive criticism enables us to provide better instructional training and, in turn, can provide you with a better employee. Your evaluation is an important part of the student's grade. Please refer to the grading scale in order to assign an appropriate number grade to reflect this student's progress in each area. Superior 100-93 Good 92-85 Average 84-77 Fair 76-69.

Grade \_\_\_\_\_

**ATTENDANCE AND PUNCTUALITY** (Factors to consider):  
Regular attendance, punctual, returns on time from break/lunch, arranges in advance for lateness, works until dismissal time.

**KNOWLEDGE OF JOB** (Factors to consider):  
Grasps instructions quickly, understands uses job-related technical knowledge, learns daily routine/procedure, adjusts to changing work requirements, willing to learn new procedure/techniques, skilled in using tools/instruments/equipment.

**QUALITY/QUANTITY OF WORK** (Factors to consider):  
Produces neat, accurate, thorough work, uses techniques/judgment in use/care of equipment/supplies produces expected volume in allotted time.

**ATTITUDE** (Factors to consider):  
Shows initiative, seeks ways to improve, positive work attitude, asks necessary questions, accepts suggestions/constructive criticism, asks for additional work when job is completed, respects others and their property.

**JUDGMENT, RELIABILITY & ADAPTABILITY** (Factors to consider):  
Thinks for self, values training, demonstrated businesslike habits, make proper decisions, works well under pressure, follows job to completion, plans work, meets deadlines.

**HUMAN RELATIONS**  
Cooperates with supervisor and co-workers, is courteous to others, customers/visitors, controls emotions, speaks effectively, good choice of words, keeps information confidential, discreet, honest, respectful to others, effective in job communications, follows instructions.

**HEALTH, APPEARANCE & SAFETY** (Factors to consider):  
Dress/grooming appropriate to work situation, exhibits alertness, maintains good health/physical condition, observes proper food/smoke habits on job, and uses work tech/safety.

The student was absent \_\_\_\_\_ days and tardy \_\_\_\_\_ times.

General remarks: \_\_\_\_\_

Suggestions which might help improve the student or program: \_\_\_\_\_

Evaluated by: \_\_\_\_\_  
Date: \_\_\_\_\_

The Great Oaks Institute of Technology and Career Development offers educational opportunities without regard to age, sex, race, color, religion, or presence of disability.

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