## On-the-Job Training Plan Evaluation Form – Trainee

Review In	formation			
Company Name:	Date:			
Trainee Name:	Review Peri	od:		
Position:	Supervisor:			
Training Plan/	Skills Requi	red		
		Yes	No	N/A
Received orientation on the company employee hand bo	nk			
Supervisor/HR Manager reviewed training outline				
I will be able to apply the knowledge learned	6.11			
The training objectives for each topic were identified and	followed			<u></u>
The training will help me do my job better				
Department Tra	ainer/Superv	risor		
Please indicate your impression of the training to	date	Yes	No	N/A
The trainer(s) was knowledgeable				
The quality of the training is good				
The trainer explains the objectives of the training.				П
Adequate time was provided for questions and to show n	ne th e			
specific job duties. The supervisor has been effective in his/her supervision	through			
regular meetings, consultations or advice	ŭ			
Specific Tra	ining Topic	S		
I think that I have learned the following skills		Satisfactory		Unsatisfactory
General Work Skills				
Contral Work Gkins				
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My overall impression of the OJT program; suggestions for improvement:	
Signature of trainee	Date

## On-the-Job Training Plan Evaluation Form – Business

Review	nformation		
Company Name: Trainee Name:	Date:		
Position:	Review Period: Supervisor:		
	vork related		
Trainice-		actory Unsatisfacto	ry
Trainee understands rules of the company.			-
Trainee reports to work on time.			
Trainee adheres to the rules of the company.			
Trainee shows overall interest in the job.			
Trainee usually understands instructions has good judg listening.	ment and [		
Grasps new ideas quickly, applies knowledge to new sit flexible problem solver.	uations,		
Always polite, careful not to offend anyone.			
Good knowledge of most procedures, eager to learn mo	re.		
Work is of good quality, makes very few mistakes.			
Plans work well, works efficiently, gets work done in a tilbasis.	nely		
Observes safety rules; uses correct tools.			
Trainee Spe	cific Learning		
	Ciric Learning		
Trainee's expertise in the following specific topics:		actory Unsatisfacto	ry
		actory Unsatisfacto	ry
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Business on. The trainee
N/A