
My overall impression of the OJT program; suggestions for improvement: _____

Signature of trainee

Date

Discuss strengths and weaknesses of trainee to motivate and encourage improved performance.

NOTE: If you terminate trainee for any reason, or if they quit, you must contact Business Services Representative to indicate cause and indicate the reason for termination. The trainee was terminated because: _____

Business Overall Review of OJT Process

	Yes	No	Unsure	N/A
Contract process was efficient and timely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reimbursement process was timely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Questions were answered timely by NYSERDA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other comments or concerns:

Signature of business' representative

Date