



*OJT Form 1*

**Company Supervisor's Evaluation of Trainees Performance**

*(Competencies)*

Name of Student : \_\_\_\_\_

School : Ateneo de Naga University

Company: \_\_\_\_\_

Department/Section Assignment : \_\_\_\_\_

Training Period/ Date : \_\_\_\_\_

*Please rate the student assigned in your specific department for each of the appropriate criteria listed below by checking the box in each item.*

| <i>Competencies (70%)</i>  | <i>E</i> | <i>V</i> | <i>G</i> | <i>U</i> | <i>P</i> | <i>Points</i> |
|--|----------|----------|----------|----------|----------|---------------|
| 1. Ability to recognize, formulate and solve engineering problems <ul style="list-style-type: none"> <li>● Recognizes causes of problems</li> <li>● Identifies and formulates possible solutions to recognized problems</li> <li>● Engages in the process of engineering problem solving</li> <li>● Identifies limitations, constraints and/ or uncertainties during the design and/ or implementation stage</li> <li>● Recommends alternative solutions to identified limitations, constraints and/or uncertainties</li> </ul>  |          |          |          |          |          |               |
| 2. Ability to apply knowledge of mathematics, physical and engineering sciences appropriate to the task assigned <ul style="list-style-type: none"> <li>● Assists in the design work of his/her supervisor</li> <li>● Exercises critical decision making and sound engineering judgment under supervision in the performance of assigned task</li> <li>● Integrates the assigned task to the overall engineering processes of the project (knowing that the systems are composed of components covering the whole of the discipline based on the principles and knowledge of science and mathematics)</li> </ul> |          |          |          |          |          |               |



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| <ul style="list-style-type: none"> <li>● Recommends/suggests different approaches in the carrying-out of tasks in consideration of what is best and what is most economical</li> <li>● Identifies priorities within the context of time management.</li> </ul>  |  |  |  |  |  |  |
| <p>3. Ability to design a system, component, or process to meet desired needs within identified constraints.</p> <ul style="list-style-type: none"> <li>● Interprets and applies existing design codes/laws</li> <li>● Engages in the design process</li> <li>● Analyzes the properties of engineering materials appropriate in the design process.</li> <li>● Provides technical support when needed.</li> <li>● Recommends/suggests alternatives in meeting desired needs.</li> </ul>   |  |  |  |  |  |  |
| <p>4. Ability to conduct experiments, analyze and interpret data or technical documents</p> <ul style="list-style-type: none"> <li>● Conducts experiments under the supervision of the supervisor</li> <li>● Reads and interprets technical plans, charts, specifications, manuals, training materials and standards.</li> <li>● Identifies probable problems/constraints to conducted experiments.</li> <li>● Uses software, such as statistical tools, to support the interpretation of data.</li> <li>● Suggests solutions/improvements, based on the interpreted data, in eliminating identified problems.</li> </ul>           |  |  |  |  |  |  |
| <p>5. Ability to effectively communicate orally and in writing using the English language</p> <ul style="list-style-type: none"> <li>● Effectively, clearly and concisely communicates ideas, concepts and solutions orally to supervisor or during meetings as a participant</li> <li>● Effectively, clearly and concisely communicates ideas, concepts and solutions orally during presentations as a presenter</li> <li>● Produces effective documentation of both technical and non-technical report</li> <li>● Effectively translates technical concepts or issues or problems in terms understood by non-technical</li> </ul> |  |  |  |  |  |  |



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| <p>persons</p> <ul style="list-style-type: none"> <li>Communicates effectively through electronic means</li> </ul>   |  |  |  |  |  |  |
| <p>6. Ability to use techniques, skills, and modern engineering tools necessary in the task assigned.</p> <ul style="list-style-type: none"> <li>Shows appreciation and curiosity to learn endless bounty of knowledge within and outside the discipline</li> <li>Uses other forms of communications, like graphical, and mathematical in the conduct of the task</li> <li>Utilizes appropriate information resources including literature, electronic media etc.</li> <li>Presents technical information using audiovisuals</li> <li>Interfaces different equipment<br/><br/>(interoperability of diverse system)</li> </ul>  |  |  |  |  |  |  |
| <p>7. Ability to work effectively in multi-disciplinary and multi-cultural teams.</p> <ul style="list-style-type: none"> <li>Appreciates the roles and dimensions of an engineer by functioning effectively as an individual and by understanding interrelationships between other engineering disciplines</li> <li>Understands the importance of the individual role even within the context of teamwork</li> <li>Treats as confidential all matters/information concerning business and technical aspects</li> <li>Identifies consequences which may arise if his/her decision is overruled by a non-technical person</li> <li>Commits oneself to any committee /group discussions through effective communication as a team leader or as a member of the group</li> </ul> |  |  |  |  |  |  |
| <p>8. Ability to engage in life-long learning and understanding of the need to be updated of the developments in the specific field of practice.</p> <ul style="list-style-type: none"> <li>Gathers, manages and integrates information obtained from the various sources in order to establish the relevant information required for the identification ,formulation and solution of a problem within the engineering context</li> <li>Recognizes and practices professional and ethical responsibilities</li> </ul>  |  |  |  |  |  |  |



Ateneo de Naga University  
College of Science and Engineering  
Electronics and Computer Engineering Department

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|---|--|--|--|--|--|--|
| <ul style="list-style-type: none"><li>• Seeks and applies better ways and means to achieve and improve his/her work</li><li>• Eagerness to learn from other's and share information and ideas</li><li>• Expresses interest and diligence in researching for topics assigned by supervisor</li></ul> |  |  |  |  |  |  |
| <b>Total Points</b>   |  |  |  |  |  |  |

Note:

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|------------------|---|------|
| Excellent        | - | 5pts |
| Very Good        | - | 4pts |
| Good             | - | 3pts |
| Unsatisfactorily | - | 2pts |
| Poor             | - | 1pts |

\_\_\_\_\_  
**Signature over Printed Name of the Evaluator/Date**



*OJT Form 2*

**Company Supervisor's Evaluation of Trainees Performance**  
**(Work Attitude and Personal Traits)**

Name of Student : \_\_\_\_\_

School : Ateneo de Naga University

Company: \_\_\_\_\_

Department/Section Assignment : \_\_\_\_\_

Training Period/ Date : \_\_\_\_\_

*Please rate the student assigned in your specific department for each of the appropriate criteria listed below by checking the box in each item.*

| <b>Work Attitude and Personal Traits (30%)</b>  | <i>E</i> | <i>V</i> | <i>G</i> | <i>U</i> | <i>P</i> | <i>Points</i> |
|---|----------|----------|----------|----------|----------|---------------|
| 1. Job knowledge <ul style="list-style-type: none"> <li>• The extent of understanding the detail and nature of his/her assigned task and its relation or impact to the product/project as a whole</li> <li>• Follows instructions carefully</li> <li>• Observes precautionary measures</li> <li>• Has ability to answer questions</li> <li>• Complies with the existing safety rules and regulations of the company in the performance of work</li> </ul> |          |          |          |          |          |               |
| 2. Quality and Quantity of Work <ul style="list-style-type: none"> <li>• Correctness of work/report</li> <li>• Neatness and orderliness of report</li> <li>• Standards/expectations of the supervisor/company are met</li> <li>• Acts immediately whenever there are tasks assigned to comply</li> <li>• Completes work within time schedule</li> </ul>   |          |          |          |          |          |               |
| 3. Attendance and Punctuality <ul style="list-style-type: none"> <li>• Perfect attendance within the given time (5 pts.)</li> </ul>   |          |          |          |          |          |               |



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| <ul style="list-style-type: none"> <li>● Perfect attendance with 1-3 late (4 pts.)</li> <li>● Perfect attendance with more than 3 late <b>OR</b> 1-3 absences with no late (3 pts.)</li> <li>● 1-3 absences with 1-3 late (2 pts.)</li> <li>● More than 3 absences with more than 3 late (1 pt.)</li> </ul>  |  |  |  |  |  |  |
| <p>4. Integrity</p> <ul style="list-style-type: none"> <li>● Has the trust/confidence and respect from supervisor and other employees.</li> <li>● Does not divulge confident information</li> <li>● Starts and ends works on time</li> <li>● Asserts what is just and right</li> <li>● Honesty, such as reporting breakages and damaged equipment caused by himself/herself during the conduct of the assigned task</li> </ul> |  |  |  |  |  |  |
| <p>5. Initiative and willingness to accept responsibility</p> <ul style="list-style-type: none"> <li>● Seeks and applies better ways to improve the work</li> <li>● Accepts responsibility willingly or without complaint</li> <li>● Takes action from his/her/other's ideas</li> <li>● Solves problems without being asked</li> <li>● Willingness to work overtime to perfect his craft</li> </ul>                            |  |  |  |  |  |  |
| <p>6. Working relationship</p> <ul style="list-style-type: none"> <li>● Establishes and maintains sound interpersonal relationship with others</li> <li>● Respects supervisors and co-workers</li> <li>● Exudes pleasing personality</li> <li>● Demonstrates change of behavior to other's styles when needed.</li> <li>● Readily accepts feedbacks from supervisors and co-workers</li> </ul>                                 |  |  |  |  |  |  |
| <p>7. Calmness under work pressure</p> <ul style="list-style-type: none"> <li>● Conciseness and accurateness in performing assigned task</li> </ul>  |  |  |  |  |  |  |



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| <ul style="list-style-type: none"> <li>● Maintains modulated voice</li> <li>● Shows alertness in answering questions</li> <li>● Arrives at quick and appropriate decisions</li> <li>● Maintains composure.</li> </ul>   |  |  |  |  |  |  |
| <b>8. Personal Grooming</b> <ul style="list-style-type: none"> <li>● Wears uniform/dress code as prescribed by the company</li> <li>● Wears neatly fixed or well-groomed hair</li> <li>● Is conscious of personal hygiene</li> <li>● Uses presentable attire</li> <li>● Maintains proper posture</li> </ul> |  |  |  |  |  |  |
| <b>Total Points</b>   |  |  |  |  |  |  |

Note:

|                  |   |      |
|------------------|---|------|
| Excellent        | - | 5pts |
| Very Good        | - | 4pts |
| Good             | - | 3pts |
| Unsatisfactorily | - | 2pts |
| Poor             | - | 1pts |

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**Signature over Printed Name of the Evaluator/Date**