**Form No. (4) Assessment of Trainee performance**

**Details of Employee:**

|  |  |
| --- | --- |
| Employee Name: | Division: |

**Course Details:**

|  |  |
| --- | --- |
| Trainer Name**:** | |
| Name of completed Course: | Date: |

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| --- | --- | --- | --- | --- | --- | --- |
| **Knowledge:** | **Needs improvements** | **Meets the expectations continuously** | **Meets the expectations** | **Exceeds expectations** | **Exceeds expectations considerably** | **Not able to comment** |
| Enjoying a close knowledge and a comprehensive understanding of the subject of the training course |  |  |  |  |  |  |
| **Demonstrating a technical competence in the following:** |  |  |  |  |  |  |
| A subtopic for the training course |  |  |  |  |  |  |
| A subtopic for the training course |  |  |  |  |  |  |
| A subtopic for the training course |  |  |  |  |  |  |
| A subtopic for the training course |  |  |  |  |  |  |

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| **Behaviors:** | **Needs improvement** | **Meets expectations continuously** | **Meets expectations** | **Exceeds expectations** | **Exceeds expectations considerably** | **Not able to comment** |
| Demonstrating honesty, integrity, reliability and punctuality |  |  |  |  |  |  |
| Showing empathy, cooperation, and respect with others, and accepting diversity |  |  |  |  |  |  |
| Demonstrating his/her high degree of motivation and strong will in learning and training |  |  |  |  |  |  |
| Understanding and recognizing his/her abilities and limits and proving his/her preparedness to accept advice from trainers |  |  |  |  |  |  |

**Comprehensive Assessment**

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| Trainee meets special requirements in this training level generally. | Yes | No |
| Notes: | | |

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| --- | --- |
| Signature: | Date: |
| Name of Trainer: | Job Title: |