



**MINISTRY OF LABOUR AND SMALL ENTERPRISE DEVELOPMENT
ON-THE-JOB TRAINING PROGRAMME**
 Corner Chaguanas Main Road and Connector Road, Chaguanas
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 Website: ojtonline.org

TRAINEE ASSESSMENT

(To be completed by supervisor at end of 1st Quarter and every 6 months thereafter)

Trainee Name:	Job Title:
Training Provider:	Supervisor's Name:

ATTITUDINAL ASSESSMENT

Area of Competence	Performance			
	<i>(Please circle the descriptor of the performance that best applies to the specific area of competence)</i>			
Quality of Work	Superior	Very Good	Average	Below Average
Knowledge of Work	Excellent	Good	Adequate	Insufficient
Work Attitude	Very Enthusiastic	Shows great interest	Shows normal interest	Indifferent; uninterested
Attendance	Attends daily	Occasionally absent	Warned for absenteeism	Frequently absent
Punctuality	Always on time	Occasionally late	Warned for tardiness	Frequently late
Decision-Making Ability	Makes accurate, well-informed decisions	Needs occasional guidance from supervisor/others	Often needs help with decisions	Cannot make own decisions
Industry (Diligence)	Industrious; works extra	Works steadily; good effort	Persistent in efforts	Avoids work; not persistent
Work Initiative	Seeks additional tasks; highly motivated	Alert to opportunities; makes good suggestions	Regular work performed promptly	Needs explanation of routine work
Organizational Ability	Highly capable of organizing	Fairly organized	Disorganized occasionally	Disorganized often
Attitude Toward Others	Positive; takes active friendly interest in others	Pleasant, polite	Sometimes difficult to work with	Inclined to be quarrelsome, uncooperative
Acceptance of Responsibility	Welcomes responsibility	Accepts willingly without protest	Accepts under protest	Avoids responsibility whenever possible
Accountability	Welcomes accountability	Acknowledge accountability without any difficulties	Consents under dissent	Evades accountability whenever possible



Please rate the trainee using the following scale:

- 5 = Excellent
- 4 = Above Average
- 3 = Average
- 2 = Below Average
- 1 = Poor

BEHAVIOURAL ASSESSMENT

Please circle the score that indicates your level of agreement with each item.

Employability

- | | | | | | | |
|----|--|---|---|---|---|---|
| 1. | Uses correct language; speaks clearly; listens | 5 | 4 | 3 | 2 | 1 |
| 2. | Works well with others; is a part of the team; uses initiative | 5 | 4 | 3 | 2 | 1 |
| 3. | Punctual to work; has good attendance; uses good judgment | 5 | 4 | 3 | 2 | 1 |
| 4. | Accepts responsibility; is reliable; follows up on job assignments | 5 | 4 | 3 | 2 | 1 |
| 5. | Greets clients or co-workers; is respectful; is courteous; has acceptable attitude | 5 | 4 | 3 | 2 | 1 |

Specific Job Skills and Workplace Requirements

- | | | | | | | |
|-----|---|---|---|---|---|---|
| 6. | Follows prescribed dress code and/or uniform requirements | 5 | 4 | 3 | 2 | 1 |
| 7. | Performs duties and job assignments without being reminded | 5 | 4 | 3 | 2 | 1 |
| 8. | Performs specific tasks efficiently and effectively | 5 | 4 | 3 | 2 | 1 |
| 9. | Follows directions from manager and/or supervisor/team leader | 5 | 4 | 3 | 2 | 1 |
| 10. | Follows safety, security and/or sanitation policies | 5 | 4 | 3 | 2 | 1 |
| 11. | Performs duties in timely fashion without reminders | 5 | 4 | 3 | 2 | 1 |
| 12. | Shows job competence and task improvement since hiring | 5 | 4 | 3 | 2 | 1 |

Professional Growth/Ethics

- | | | | | | | |
|-----|---|---|---|---|---|---|
| 13. | Demonstrates knowledge of company/unit policies/functions | 5 | 4 | 3 | 2 | 1 |
| 14. | Shows loyalty to and has knowledge of organizational goals | 5 | 4 | 3 | 2 | 1 |
| 15. | Attends meetings when directed; follows company policies/goals | 5 | 4 | 3 | 2 | 1 |
| 16. | Demonstrates legal and ethical behaviour within the scope of job | 5 | 4 | 3 | 2 | 1 |
| 17. | Shows initiative in learning new jobs and accepting new tasks | 5 | 4 | 3 | 2 | 1 |
| 18. | Demonstrates professional growth and mature decision-making | 5 | 4 | 3 | 2 | 1 |
| 19. | Performs job tasks occasionally even if not part of job description | 5 | 4 | 3 | 2 | 1 |
| 20. | Understands need for adhering to set schedules and deadlines | 5 | 4 | 3 | 2 | 1 |

Supervisor's Signature

____/____/____
Date

Trainee Signature

____/____/____
Date

