



**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](http://ojtonline.org)

**TRAINEE'S PERFORMANCE APPRAISAL FORM**

*(To be completed every 6 months from date of engagement)*

<b>TRAINEE'S NAME</b>	
<b>TRAINEE'S POSITION TITLE</b>	
<b>SUPERVISOR'S NAME</b>	
<b>TRAINING PROVIDER</b>	
<b>PERIOD UNDER REVIEW</b>	 <hr/> dd / mm / yy TO dd / mm / yy

**Rating Scale**

- 1 – Unsatisfactory or Poor Performance – Performance does not meet the required standard. Major improvements needed.
- 2 – Fair Performance – Performance partially meets the required standard. Less than satisfactory, could be doing better.
- 3 – Good or Average Performance – Performance has met the required standard. Can perform duties with minimal supervision.
- 4 – Very Good or Outstanding Performance - Performance exceeds the required standard.

**BEHAVIOURAL  
COMPETENCY**

For each behavioural item listed within the competency bands, please select the evaluation most suited

A:	TEAM WORK	TARGET	SCORE
1.	Consistently works with others to accomplish goals and tasks	<b>4</b>	
2.	Treats all team members in a respectful and courteous manner	<b>4</b>	
3.	Actively participates in activities and assigned tasks as required	<b>4</b>	
4.	Willingness to work with team members to improve team collaboration on a continuous basis	<b>4</b>	
5.	Considers the feedback and views of team members when completing an assigned task	<b>4</b>	
<b>TOTAL</b>		<b>20</b>	



B:	COMMUNICATION	TARGET	SCORE
1.	Actively listens to supervisor and/or co-workers	4	
2.	Comprehends written and oral information	4	
3.	Consistently delivers accurate information both written and orally	4	
4.	Reliably provides feedback as required, both internally and externally	4	
<b>TOTAL</b>		<b>16</b>	

C:	ATTENDANCE & PUNCTUALITY	TARGET	SCORE
1.	Is punctual on a regular basis	4	
2.	Maintains a good attendance	4	
3.	Informs supervisor in a timely manner when absenteeism and lateness may occur	4	
<b>TOTAL</b>		<b>12</b>	

D:	PRODUCTIVITY/RESILIENCE	TARGET	SCORE
1.	Consistently delivers quality results	4	
2.	Ability to meet deadlines and manages time well	4	
3.	Ability to multi task	4	
4.	Ability to work around problems and obstacles in a stressful situation in order to achieve the required task	4	
5.	Time management is effective and efficient	4	
6.	Efficiently informs supervisor of any challenges or barriers relevant to given task or assignment	4	
<b>TOTAL</b>		<b>24</b>	

E:	INITIATIVE/PROACTIVITY	TARGET	SCORE
1.	Ability to complete assignments without the need for prompting from the supervisors and/or others	4	
2.	Successfully completes tasks independently and consistently	4	
3.	Seeks additional support when necessary	4	
4.	Recognizes and takes appropriate action to effectively address problems and opportunities	4	
5.	Engages in continuous learning	4	
6.	Contributes new ideas and always seeking ways to improve the department/organization	4	
<b>TOTAL</b>		<b>24</b>	



F:	JUDGEMENT /DECISION MAKING	TARGET	SCORE
1.	Analyzes problems effectively	4	
2.	Demonstrates the ability to make creative and effective solutions to problems	4	
3.	Demonstrates good judgment in handling routine problems	4	
<b>TOTAL</b>		<b>12</b>	

G:	DEPENDABILITY/RELIABILITY	TARGET	SCORE
1.	Ability to follow through and meet required deadlines	4	
2.	Is personally accountable for his/her actions	4	
3.	Adapts effectively to changes in the work environment	4	
4.	Displays a consistent level of high performance	4	
<b>TOTAL</b>		<b>16</b>	

H:	ATTITUDE	TARGET	SCORE
1.	Offers assistance willingly	4	
2.	Make a positive contribution to morale	4	
3.	Shows sensitivity to and consideration for other's feelings	4	
4.	Accepts constructive criticism positively	4	
5.	Shows pride in work	4	
<b>TOTAL</b>		<b>20</b>	

I:	PROFESSIONALISM	TARGET	SCORE
1.	Respects those in authority	4	
2.	Uses all tools, equipment and machines responsibly	4	
3.	Follows all policies and procedures when issues and conflicts may arise	4	
4.	Physical appearance is conducive with the work environment and placement rules	4	
<b>TOTAL</b>		<b>16</b>	

ACCUMULATED TOTAL		TARGET	SCORE
<b>TOTAL</b>		<b>160</b>	



## COMMENTS AND RECOMMENDATIONS

### Comments by Trainee:

*(Please confirm that you agree with the Supervisor's Assessment or indicate any areas of disagreement which may remain)*

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### Supervisor's Comments

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Trainee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have read and discussed this appraisal with my supervisor and I understand its contents. My signature means that I have been advised of my performance status and acknowledge and agree with comments and recommendations.

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Supervisor's Signature \_\_\_\_\_

Date: \_\_\_\_\_

