



UNIVERSITY OF CEBU
College of Computer Studies
 Osmeña Blvd., cor. Sanciango St.,
 Cebu City, Philippines 6000



PERFORMANCE EVALUATION REPORT FOR PRACTICUMERS

Name of Trainee: _____ **Company:** _____
Date Covered: From _____ **to** _____ **Dept./Section:** _____

TO THE STUDENT: Please fill-in the information needed above. Kindly return this form to the designated evaluator after.

TO THE EVALUATOR: This form has been developed to monitor the performance of each practicum not only for grading purposes but also for providing basis in identifying her/his strengths and weaknesses. Kindly rate the practicum in each of the traits indicated below by encircling the appropriate number that corresponds to your OBJECTIVE EVALUATION of her/his performance IN YOUR UNIT/DEPARTMENT. Traits which have not been observed during the trainee’s stay may be marked NA (NOT APPLICABLE). Please send this accomplished form in a sealed envelope to the Practicum Adviser, College of Computer Studies, University of Cebu, Cebu City.

Criteria	Excellent	Very Good	Good	Fair	Poor	Remarks
1. QUALITY OF WORK The trainee is thorough in her/his work performance. Her/His work is acceptable.	5	4	3	2	1	
2. JOB KNOWLEDGE She/He knows the functions, requirements and responsibilities involved in relation to his job.	5	4	3	2	1	
3. QUANTITY OF WORK The trainee is productive enough. She/He performs her/his tasks well.	5	4	3	2	1	
4. DEPENDABILITY She/He can be dependent upon to follow instructions and finish assigned tasks.	5	4	3	2	1	
5. DILIGENCE She/He concentrates on her/his work at hand.	5	4	3	2	1	
6. INITIATIVE She/He assumes responsibilities willingly and voluntarily.	5	4	3	2	1	
7. COOPERATION She/He manifests sufficient willingness and capacity to work harmoniously with superiors and equals.	5	4	3	2	1	
8. HUMAN RELATIONS She/He maintains good and effective public relations with people within and outside of the unit. She/He shows courtesy and respect for authority.	5	4	3	2	1	
9. PUNCTUALITY AND ATTENDANCE She/He is regular and punctual in her/his attendance.	5	4	3	2	1	
10. PERSONALITY She/He is poised and has good grooming. She/He wears proper practicum uniform at all times.	5	4	3	2	1	
11. PRODUCTIVITY Her/His output is measurable from a production process, per unit of input.	5	4	3	2	1	
12. COMPETENCY She/He has the ability to perform a specific task, action or function successfully.	5	4	3	2	1	

Comments, general impressions and observations regarding the capability, behavior and personality of the trainees.

Evaluated by:

_____ (Signature over Printed Name) _____ (Office) _____ (Designation)