

TRAINEE'S PERFORMANCE APPRAISAL FORM

TRAINEE'S NAME	
TRAINEE'S POSITION TITLE	
SUPERVISOR'S NAME	
TRAINING PROVIDER	
PERIOD UNDER REVIEW	

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

		TARGET	MONTH 1-6	MONTH 7-12
A: TEAM WORK				
1.	Consistently works with others to accomplish goals and tasks	4		
2.	Treats all team members in a respectful courteous manner	4		
3.	Actively participates in activities and assigned tasks as required	4		
4.	Willingness to work with team members to improve team collaboration on a continuous basis	4		
5.	Considers the feedback and views of team members when completing an assigned task	4		
TOTAL		20		

		TARGET	MONTH 1-6	MONTH 7-12
B: COMMUNICATION				
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		
TOTAL		16		

		TARGET	MONTH 1-6	MONTH 7-12
C: ATTENDANCE & PUNCTUALITY				
1.	Is punctual on a regular basis	4		
2.	Maintains a good attendance	4		
3.	Inform supervisor in a timely manner when absenteeism and lateness may occur	4		
TOTAL		12		

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