

Training Progress Evaluation Report

(Please note that this Training Supervisor's Confidential Report is highly confidential and send this report by post to the following address).

Head of Department of

Faculty of Social Sciences and Languages,

Sabaragamuwa University of Sri Lanka,

Details of the Student:

1.	Name of the Student	
2.	Reg. No.	
3	Index No.	
4.	Training Period	From: To:

2. Evaluation of the Training Supervisor

We kindly request the training supervisor to evaluate the performance of the student considering the student's total training period. Please rate the performance of students according to the following scale.

Performance	Poor		Average			Good			Excellent		
Grade	E	D	C-	C	C+	B-	B	B+	A-	A	A+

Please provide the relevant grade for each criterion.

	Criteria	Grade
1	Punctuality and Appearance The student should report to work on time and dress up appropriately	
2	Commitment to work The extent to which the student is involved in the work activities and takes personal responsibility when performing duties	
3	Ability to use the knowledge The extent to which the student demonstrates and applies the theoretical knowledge in the work environment	
4	Analytical thinking	

	Ability of student to understand problems and measures to breakdown such problems	
5	Creative thinking The extent to which the student incorporates new ways of thinking in carrying out given work activities	
6	Independence The extent of work performed with little or no supervision	
7	Quality of work The student completes assignments in a thorough, accurate and timely manner that achieve expected outcomes	
8	Teamwork and cooperation The extent to which the student maintains harmonious and effective work relationships with others and share information and resources with others to promote positive and collaborative work relationship	
9	Communication skills The ability to use English/mother language (...) and convey information and ideas (both verbal and written)	
10	Computer skills The extent to which the student is able to work with computers	

Any other comments which are relevant to the student's performance:

I have done the above evaluation independently and accurately, to the best of my knowledge.

Name of the supervisor:

Designation:

Institution:

.....

Signature

Date.....