

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 the Department of

Faculty of Social Sciences and Languages,
Sabaragamuwa University of Sri Lanka, Belihuloya.

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 requests training supervisor to evaluate the performance of the student considering the total training period of the student.

Performance	Very Bad		Bad		Neutral		Good		Excellent	
Marks	1	2	3	4	5	6	7	8	9	10

Please provide the relevant marks for each criterion out of 10. Total marks should be out of 100.

	Criteria	Marks
1	Punctuality and Appearance (out of 10) The student should report to work on time and dress up appropriately	
2	Commitment to work (out of 10) 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 (out of 10) The extent to which the student demonstrates and applies the theoretical knowledge in the work environment	

4	Analytical thinking (out of 10) Ability of student to understand problems and measures to breakdown such problems	
5	Creative thinking (out of 10) The extent to which the student incorporates new ways of thinking in carrying out given work activities	
6	Independence (out of 10) The extent of work performed with little or no supervision	
7	Quality of work (out of 10) The student completes assignments in a thorough, accurate and timely manner that achieve expected outcomes	
8	Teamwork and cooperation (out of 10) 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 (out of 10) The ability to use English/mother language (...) and convey information and ideas (both verbal and written)	
10	Computer skills (out of 10) The extent to which the student is able to work with computers	
	*Total (out of 100)	

- Need to be converted into marks for 10

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

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

Name of the supervisor:

Designation:

Institution:

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Signature

Date