



**MINISTRY OF SCIENCE, TECHNOLOGY & TERTIARY EDUCATION  
ON-THE-JOB TRAINING PROGRAMME  
TRAINEE PERFORMANCE APPRAISAL**

TRAINEE'S NAME: \_\_\_\_\_

TRAINEE'S POSITION: \_\_\_\_\_

PERIOD UNDER REVIEW: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

**SECTION A**

Specify the work completed and standards achieved.

LIST OF DUTIES / RESPONSIBILITIES	STANDARDS ACHIEVED	
	Yes	No

**A. SUPERVISION REQUIRED** - Degree of supervision required to perform job functions.

- Always follows instructions; you can be absolutely sure you will get the assignment when you want it.
- Regularly follows instructions; requires little follow-up.
- Requires regular checking to be sure work will be done on time and in accordance with instructions.
- Requires very close supervision and monitoring of all work

**B. QUANTITY OF WORK** - Ability to meet performance quota required to maintain department standards under normal conditions.

- Output of work is ordinarily high; regularly produces above and beyond the established requirements of position.
- Output of work exceeds amount deemed necessary for normal departmental operations.
- Turns out acceptable amount of work but seldom more output than is required for normal departmental operations.
- Work output is occasionally below established standards, seldom gets work done in required time

**C. QUALITY OF WORK** - Accuracy and thoroughness of the individual's work.

- Very thorough; mistakes are very rare.
- Very few errors, usually minor in nature. Work seldom has to be done over.
- Most work done well, usually acceptable in both accuracy and thoroughness.
- Work often unacceptable, frequent errors or rejections

**D. ADAPTABILITY** - Speed with which the individual masters new techniques or duties and grasps Exceptionally fast to learn and adjust to changed conditions.

- Learns easily; adjusts to changes rapidly.
- Adjusts to changes in methods or duties on request, with average amount of instructions.
- Adjusts to changes in methods or duties, but adjustment is slow and requires detailed instructions.
- Unable or unwilling to adjust to new methods or duties.

**E. TIME MANAGEMENT** - Ability of the individual to effectively use available work time.

- Energetic; loses no time in starting and works right to last minute; plans work in advance so as to avoid delays.
- On the job at all times; very little idle time; industrious; regularly plans in advance to avoid delays.
- Spends no more time than necessary in talk or away from desk/work area; occasionally plans in advance to avoid delays.
- Spends more time than necessary in talk of away from desk/work area; sometimes causes delays in work output/often interrupts work for idle talk.

**F. COOPERATION** - The way in which individual handles work relationships.

- Goes out of the way to cooperate with others and ease conflicts
- Gets along well with others and is approachable.
- Shows acceptable behavior (not particularly friendly but not unfriendly either).
- Shows a reluctance to cooperate with others.

**G. PLANNING AND CONTROLLING** - Ability to develop logical courses of action and follow through to monitor accomplishment of objectives.

- Plans and achieves objectives ahead of schedule.
- Effectively plans and achieves all objectives on time.
- Occasionally plans and achieves objectives appropriately.
- Has poor planning skills and end results.

## SECTION B

**COMMENTS BY SUPERVISOR** (Give a summary of the employee's performance highlighting strengths, areas requiring improvement etc. – **please indicate skills learnt**)

.....  
**SUPERVISOR'S SIGNATURE**

.....  
**DATE**

**COMMENTS BY TRAINEE** This performance report has been discussed with me. Trainee's Comments (optional):

.....  
**TRAINEE'S SIGNATURE**

.....  
**DATE**