



Form No. (4) Assessment of Trainee performance

Details of Employee:

Employee Name:	Division:
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Course Details:

Trainer Name:	
Name of completed Course:	Date:

Knowledge:	Needs improvements	Meets the expectations continuously	Meets the expectations	Exceeds expectations	Exceeds expectations considerably	Not able to comment
Enjoying a close knowledge and a comprehensive understanding of the subject of the training course						
Demonstrating a technical competence in the following:						
A subtopic for the training course						
A subtopic for the training course						
A subtopic for the training course						
A subtopic for the training course						

Behaviors:	Needs improvement	Meets expectations continuously	Meets expectations	Exceeds expectations	Exceeds expectations considerably	Not able to comment
Demonstrating honesty, integrity, reliability and punctuality						
Showing empathy, cooperation, and respect with others, and accepting						



diversity						
Demonstrating his/her high degree of motivation and strong will in learning and training						
Understanding and recognizing his/her abilities and limits and proving his/her preparedness to accept advice from trainers						

Comprehensive Assessment

Trainee meets special requirements in this training level generally.	Yes	No
Notes:		

Signature:	Date:
Name of Trainer:	Job Title: