



## Training Evaluation for Trainees

Title of Training: **Employee Manual & Company Orientation** Date: **September 16, 2025**  
 Name of Trainee: **Paul Joseph Baltazar** Facilitator: **Rob Sampang**

*Instruction: Please put a ✓ on the box for your rating.*

<b>TOPIC: EMPLOYEE MANUAL</b>	<b>UNSATISFACTORY</b>	<b>NEEDS IMPROVEMENT</b>	<b>SATISFACTORY</b>	<b>VERY SATISFACTORY</b>	<b>OUTSTANDING</b>
Understanding of Key Concepts			✓		
Retention of Information			✓		
Contribution to Discussion			✓		
Participation in SLEs			✓		
Receptive to Feedback			✓		
Assessment Score			✓		

<b>TOPIC: COMPANY CHARACTER</b>	<b>UNSATISFACTORY</b>	<b>NEEDS IMPROVEMENT</b>	<b>SATISFACTORY</b>	<b>VERY SATISFACTORY</b>	<b>OUTSTANDING</b>
Understanding of Key Concepts			✓		
Retention of Information			✓		
Contribution to Discussion			✓		
Participation in SLEs			✓		
Receptive to Feedback			✓		
Assessment Score			✓		

<b>TOPIC: NATURE OF BUSINESS</b>	<b>UNSATISFACTORY</b>	<b>NEEDS IMPROVEMENT</b>	<b>SATISFACTORY</b>	<b>VERY SATISFACTORY</b>	<b>OUTSTANDING</b>
Understanding of Key Concepts			✓		
Retention of Information			✓		
Contribution to Discussion			✓		
Participation in SLEs			✓		
Receptive to Feedback			✓		
Assessment Score			✓		

<b>TOPIC: INTERNAL ORGANIZATION</b>	<b>UNSATISFACTORY</b>	<b>NEEDS IMPROVEMENT</b>	<b>SATISFACTORY</b>	<b>VERY SATISFACTORY</b>	<b>OUTSTANDING</b>
Understanding of Key Concepts			✓		
Retention of Information			✓		
Contribution to Discussion			✓		
Participation in SLEs			✓		
Receptive to Feedback			✓		
Assessment Score			✓		



## Training Evaluation for Trainees

TOPIC: SYSTEMS AND PROCEDURES	UNSATISFACTORY	NEEDS IMPROVEMENT	SATISFACTORY	VERY SATISFACTORY	OUTSTANDING
Understanding of Key Concepts			✓		
Retention of Information			✓		
Contribution to Discussion			✓		
Participation in SLEs			✓		
Receptive to Feedback			✓		
Assessment Score			✓		