

Training Evaluation for Trainees

Title of Training: **Employee Manual And Company Orientation**

Date: **December 2, 2025**

Name of Trainee: **Loverna Mari Castillo**

Facilitator: **Rob Sampang**

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

| TOPIC: EMPLOYEE MANUAL | 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 | | | | ✓ | |

| TOPIC: COMPANY CHARACTER | 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 | | | | ✓ | |

| TOPIC: NATURE OF BUSINESS | 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 | | | | ✓ | |

| TOPIC: INTERNAL STRUCTURE | 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 | | | | ✓ | |



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 | | | | ✓ | |