

Training Evaluation for Trainees

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

Date: **December 2, 2025**

Name of Trainee: **Jae Marie Macaballug**

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			✓		

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			✓		



Training Evaluation for Trainees

Contribution to Discussion				✓	
Participation in SLEs				✓	
Receptive to Feedback			✓		
Assessment Score			✓		

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			✓		