

Training Evaluation for Trainees

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

Date: **December 2, 2025**

Name of Trainee: **Matthew Stephen Ocampo**

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			✓		



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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			✓		