

## Training Evaluation for Trainees

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

Date: **December 2, 2025**

Name of Trainee: **Michael San Jose**

Facilitator: **Rob Sampang**

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

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

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

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

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