

SUMMARY EVALUATION OF TRAINING (shall be filled in by the supervisor at the end of Training)

- 1- needs improving
- 2- sufficient
- 3- good

Area of assessment	1	2	3	Supervisor's comments
General attitude to work (responsibility, reliability, speed and accuracy of following the instructions)				
Professional knowledge and application (knowledge of tools, techniques and materials, following the safety requirements)				
Work-related skills and the use of such skills (knowledge and use of work techniques, knowing and following the order of work)				
Work environment (maintaining cleanliness of the workplace, correct outlook, economy, careful use of tools, environmentally friendly behaviour, accuracy)				
Pace of work (time planning and speed of performing the duties)				
Motivation (self- initiative, professional development, handling new situations, quick response to comments)				
Social interaction (communication and cooperation with supervisor, colleagues, clients)				



Did the trainee attend work as it was agreed, was he/she absent or late?

If possible, would you employ a person with these skills and qualities? (Please give some arguments of your choice)

FINAL SCORE: passed / not passed

Confirmation of submitted training record book:

Trainees name:

(Date)

(Signature)

Enterprise:

Supervisor`s name:

Phone:

E-mail address:

(Date)

(Signature)