

On-the-job Training Assessment Form Sample

This **On-the-job training assessment form sample** is designed to evaluate employee performance and skills development during practical training sessions. It provides a structured approach to monitor progress and identify areas for improvement. Utilizing this form ensures effective feedback and targeted support for trainees.

Trainee Information

Name		Position/Title	
Department		Date	
Supervisor/Trainer			

Performance Criteria

Criteria	Excellent	Good	Average	Needs Improvement	Comments
Job Knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Quality of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Punctuality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Teamwork & Collaboration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Communication Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Problem-solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Strengths Observed

Areas for Improvement

Action Plan / Recommendations

Additional Comments

Trainer/Supervisor Signature Date

Trainee Signature Date
