

# On-the-Job Training Log Form Sample for Interns

This **on-the-job training log form sample** for interns helps track daily tasks and skill development efficiently. It provides a structured format to document learning progress and practical experience. Using this form ensures accurate records for both interns and supervisors.

## Intern Details

Intern Name	_____	Department	_____
Internship Period	_____ to _____	Supervisor Name	_____

## Daily Training Log

Date	Task / Activity Description	Skills Learned / Applied	Hours Spent	Supervisor Remarks / Signature

## Intern's Reflection / Comments

## Supervisor's Final Evaluation / Comments

Intern's Signature: _____	Date: _____
Supervisor's Signature: _____	Date: _____