

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:
_____	_____