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| Employee Training Evaluation Form | | | |
| Company Logo | | | |
| Name of Employee: |  | | |
| Designation/ Post: |  | | |
| Name of Company: |  | | |
| Training for: |  | | |
| Trainer: |  | | |
| Name of Supervisor: |  | | |
| Purpose of Training: |  | | |
| Date of Training: |  | Date of Feedback: |  |
| *Kindly answer the following questions which pertains to the performance of the employee in the training:* | | | |
| 1. Did the employee understand the basic criteria for this training?   * Very accurately * Mostly * Not in the least | | | |
| 2. Were there any particular areas that need special attention for improvement?   * Not at all * Yes. Specify: | | | |
|  | | | |
| 3. Was the employee able to grasp the training provided?   * Definitely * Average * No | | | |
| 4. Which are the qualities that have been brought forward through the training process? | | | |
|  | | | |
| 5. Please rank the overall performance of the employee training:   * Highly superior * Good enough * Mediocre * Needs improvement * Poor | | | |