

# Economic Empowerment of Adolescent Girls and Young Women (EPAG) Project

## TRAINEE JOB PERFORMANCE MONITORING FORM

|                            |                           |                    |                    |
|----------------------------|---------------------------|--------------------|--------------------|
| <b>Name of jobsite:</b>    |                           |                    |                    |
| <b>Address:</b>            |                           |                    |                    |
| <b>Name of trainee:</b>    | <b>JS</b>                 | <b>BDS</b>         | <b>Contact #:</b>  |
|                            |                           |                    |                    |
| <b>Name of supervisor:</b> |                           | <b>Contact #:</b>  |                    |
|                            |                           |                    |                    |
| <b>Placement date:</b>     | <b>Weekly work hours:</b> | <b>Job title:</b>  |                    |
|                            |                           |                    |                    |
|                            |                           | <b>Internship?</b> | <b>Employment?</b> |
|                            |                           |                    |                    |

| <b>JOB PERFORMANCE RATING</b>                                 |   |   |   |   |   |
|---|---|---|---|---|---|
| (CHECK ONE)   | 1 | 2 | 3 | 4 | 5 |
| <b>Knowledge of skill area</b>                                |   |   |   |   |   |
| <b>Punctuality / time management</b>                          |   |   |   |   |   |
| <b>Professionalism on the job</b>                             |   |   |   |   |   |
| <b>Working relationship with co-workers, supervisor, etc.</b> |   |   |   |   |   |
| <b>Attendance</b>   |   |   |   |   |   |
| <b>Average performance rating</b>                             |   |   |   |   |   |

**SCALE:**

1. Needs improvement
2. Satisfactory
3. Good
4. Very good
5. Excellent

|  |           |                                  |
|--|-----------|----------------------------------|
| <b>Monitor's general comments:</b>     |           |                                  |
|  |           |                                  |
| <b>Monitor's name &amp; signature:</b> | <b>SP</b> | <b>Date of monitoring visit:</b> |
|  |           |                                  |