

EMPLOYER ASSESSMENT FORM

To the Students' Training Supervisor/Mentor

You are kindly requested to fill out the attached Trainee Assessment Form. As the trainee's immediate supervisor, your candid assessment of his performance on the tasks that were assigned to him/her will help improve the quality of future trainees and fulfill the educational mission of RHU in serving Lebanon and the region. You are kindly requested to consider discussing your objective assessment with the trainee pointing to him/her strengths and weaknesses and recommend measures he/she could take in the last year of study to be better prepared to meet the workplace demands. RHU deeply appreciates your time and effort.

Please check the appropriate box below:

- I grant RHU the right to discuss this report with the trainee
 I do not grant RHU the right to discuss this report with the trainee

Please return this form via fax or email on or before the last day of training to

Co-op Office
 Rafik Hariri University
 P. O. Box: 10- Damour, Chouf 2010- Lebanon
 Phone: 05-603090 ext : 754-755
 Email : coop@rhu.edu.lb

Students Name		Student ID	
Semester		Year	
Training Venue			
Training Supervisor			
Telephone #		Email	
Faculty Advisor			

Trainee's Knowledge, Skills, and Attitude				
Trainee:		Employer:		Training Period:
The trainee exhibited an overall positive attitude toward his/her work				
<input type="checkbox"/> Strongly Agree	<input type="checkbox"/> Agree	<input type="checkbox"/> No Opinion	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly Disagree
The trainee's work performance was always to the expected quality				
<input type="checkbox"/> Strongly Agree	<input type="checkbox"/> Agree	<input type="checkbox"/> No Opinion	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly Disagree
The trainee exhibited organizational and planning skills				
<input type="checkbox"/> Strongly Agree	<input type="checkbox"/> Agree	<input type="checkbox"/> No Opinion	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly Disagree
The trainee was cooperative and performed well as a team player				
<input type="checkbox"/> Strongly Agree	<input type="checkbox"/> Agree	<input type="checkbox"/> No Opinion	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly Disagree
The trainee had the knowledge and skills necessary to perform required tasks				
<input type="checkbox"/> Strongly Agree	<input type="checkbox"/> Agree	<input type="checkbox"/> No Opinion	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly Disagree
Please rate the trainee in the following areas				
Initiative	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Judgment	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Self-reliance	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Responsibility	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Adaptability	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Grooming	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Punctuality	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Attendance	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Accepts Criticism	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Follow Rules	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Ability to Learn	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Communication Skills	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
IT Skills	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Collegiality	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Would you hire the student for another training session? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Overall Performance:				
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Average	<input type="checkbox"/> Very Good	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory
Taking into account the above performance evaluation, do you feel that this student has the potential for a career in his/her field of study?				
What is the student's most positive attribute?				
In what area(s) can the student improve?				
Curriculum: How do you feel RHU has prepared this student?				
<input type="checkbox"/> Exceptionally well	<input type="checkbox"/> Very Good	<input type="checkbox"/> Sufficiently	<input type="checkbox"/> Insufficiently	
What skill the trainee should learn that the trainee did not know?				

Additional Comments	
Work Supervisor's/Mentor's Signature:	Date: