**On-the-Job Training (OJT) Record Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** |  | **Department:** |  |
| **Trainee Name:** |  | **Designation/Role:** |  |
| **Employee ID (if applicable):** |  | **Training Supervisor:** |  |
| **Training Location:** |  | **Training Period:** |  |
| **Total Training Hours Required:** |  |  |  |

**Section 1: Daily/Weekly Training Record**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Day** | **Task/Activity Performed** | **Skills Learned/Applied** | **Hours Worked** | **Supervisor’s Remarks** | **Supervisor’s Initials** |
| 01-Oct-2025 | Mon | Assisted in preparing daily reports | Report formatting, data entry | 4 | Good accuracy | BK |
| 02-Oct-2025 | Tue | Observed client meetings | Communication, note-taking | 3 | Active participation | BK |
| 03-Oct-2025 | Wed | Handled filing system update | Organization, record management | 5 | Needs improvement in speed | BK |
| 04-Oct-2025 | Thu | Assisted supervisor with scheduling | Time management, MS Excel | 4 | Satisfactory | BK |
| 05-Oct-2025 | Fri | Compiled weekly summary | Report writing, attention to detail | 4 | Excellent work | BK |

**Section 2: Weekly/Phase Evaluation Summary**

|  |  |  |
| --- | --- | --- |
| **Evaluation Criteria** | **Rating (1–5)** | **Supervisor Comments** |
| Attendance & Punctuality | 5 | Always on time and present |
| Work Quality | 4 | Consistent, needs more attention to formatting |
| Teamwork | 5 | Very cooperative and positive |
| Initiative & Motivation | 4 | Shows initiative most of the time |
| Learning Progress | 5 | Excellent improvement observed |

**Section 3: Final Evaluation**

|  |  |
| --- | --- |
| **Evaluation Aspect** | **Remarks** |
| Overall Performance Summary |  |
| Areas of Strength |  |
| Areas for Improvement |  |
| Recommendation (✓) | ☐ Satisfactory ☐ Needs Improvement ☐ Excellent |

**Section 4: Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Designation** | **Signature** | **Date** |
| Trainee |  |  |  |
| Supervisor |  |  |  |
| HR/Training Coordinator |  |  |  |