



PERFORMANCE EVALUATION FOR ON-THE-JOB-TRAINING

Name of Trainee: Jackilyn Calvo Course: _____
 Name of Host Company: Terraland Europe Total Hours: _____
 Assigned Department: _____ Inclusive Dates: 27 May to 17 July 2024

Student's knowledge, skills, and abilities	Very Poor	Poor	Fair	Good	Very Good
	1	2	3	4	5
Quality of Work					
Is the trainee accurate and thorough?				✓	
Is his/her work presentable and acceptable?				✓	
Can he/she detect errors and correct them?				✓	
Job Knowledge					
How much has he/she learned about his/her job?					✓
Does he/she know the function, requirements and responsibilities involved?					✓
Quantity of Work					
How productive is the trainee?			✓	✓	
How rapidly does he/she perform this task? How consistently does he/she maintain such rate of work?			✓	✓	
Dependability					
Can he/she be dependent upon to finish assigned tasks on time and follow instructions?				✓	
Diligence					
Can he/she work hard and concentrate on the work at hand?				✓	
Judgment					
Can he/she grasp situations and draw correct conclusions?				✓	
Initiative					
Does he/she assume responsibilities willingly and voluntarily?			✓		
Is he/she enterprising and resourceful?			✓		
Cooperation					
Does he/she manifest sufficient willingness and capacity to work harmoniously with superiors and equals?				✓	
Human Relations					
Can he/she maintain good and effective public relations with people within and outside of the unit?				✓	
Does he/she know courtesy and respect of authority?					✓
Punctuality and Attendance					
Is he/she regular and punctual in his/her attendance?		✓			
Does he/she take time out of trivial matters?					
Does he/she properly observe break periods?			✓		

General impressions and observations of the trainee:

 _____ *See attached* _____

Evaluated by: Kristine Guerrero Evaluated by: _____
 (Name and signature) (Name and signature)
 Designation: _____ Designation: _____
 Date: _____ Date: _____

31 July 2024

Company's stamp/seal

General impressions and observations of the trainee:

She has potential but currently lacks focus. She should also demonstrate more initiative. Despite these areas for improvement, she consistently gets the job done.

This diary is created and self-entered by the trainee, reflecting on their day-to-day tasks

Week 1 (May 27- June 1)

Attend Orientation of the Terraland Europe

Signed the GDPR and Non-Disclosure Agreement (NDA) document

Centralis Tower (Excel)

Centralis Towers fixed the formula (revised)

Attend daily google meet

Week 2 (4 June - 8 June)

Create an Welcome Letter Of Centralis Towers

Submitting of Material Pack for Centralis Towers (Welcome Letter Of Centralis Towers)

Creating a Attendee Directory using Mail Merge

Attend daily google meet

Week 3 (13 June- 15 June)

Submitting a Attendee Directory using Mail Merge

Re-edit the Attendee Directory

Include the logo of Tinig UK in the Attendee Directory

Re-submit the revised attendee Directory using Mail Merge (Add the "JOB TITLE" to the directory)

Attended Splish, Splash and Sizzle Get Together Event

Attend daily meetings

Week 4 (18 June- 22 June)

Finding out how to set-up a charity in the UK

Submitting a charity set-up in the UK

One on one meeting with Kris

Finding the Project Area (sqm) of Amaia Condo- Pre Selling or RFO or Presel- RFO

Finding the templates for governing document and how many can be taken trustees for the charity

Editing and finding the details of Amaia house and lot

Attend daily google meetings

Week 5 (25 June- 29 June)

Research on Notion (Productivity Tools)

Watching youtube and exploring how to use Notion (How to create an account and how to use/create project manager in Notion)

Attend daily meetings

Week 6 (2 July- 6 July)

Detailed Presentation about Notion

Create LinkedIn account

Attend daily meetings

Week 7 (9 July- 13 July)

CRM Contact Data Gathering

Edited Format of the CRM Import Details

Create a Internship Portfolio

Attend daily meetings

