



PERFORMANCE EVALUATION FOR ON-THE-JOB-TRAINING

Name of Trainee: Janine Pimentel
 Name of Host Company: TIMIGUIC
 Assigned Department: Socia Medica

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

General impressions and observations of the trainee: _____

Evaluated by: IGNACIO CUERPO (Name and signature)
 Designation: _____
 Date: _____

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

31 July 2024

Company's stamp/seal

General impressions and observations of the trainee:

He shows willingness to learn and do the task. It would be advisable for her to be more proactive.

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

Week 1 Report (May 27 - June 1)

- Attended GDPR training and signed a non-disclosure agreement.
- Participated in creating visual content for the Fundraising Event of Tinig UK for a Facebook Post and Fb Story.
- Create a monthly content calendar
- Attend daily meetings

Week 2 Report (June 04 - June 08)

- Participated in creating Post Content for June 9
- in creating Post Content for June 12 (independence day?)
- Attend daily meetings
- Create a topic for August

Week 3 (June 13 - 15)

- Initiated assigning specific Days-Month of Social Media Content with fellow Tinig UK interns on the Priority Posting content for the month of July-December
- Report on finished topic ideas for the whole month of July
- Created Social Media Content for Pride Month and Father's Day
- Meeting with fellow interns for revisions on Caption of Pride Month and Father's Day
- Collaborated with Shanaia Sinobago for the Visual Content of Pride Month and Father's Day
- Revised captions for the topic ideas of July
- Attended Team Building
- Attend daily meetings with sir Kris

Week 4 (June 18 - 22)

- Attended meetings with Sir Kris
- Create a Post Content for seven priority posting content
- Meeting with Miss Liezel, Tinig UK founder
- Researched about creating an Article for Tinig UK Facebook Post

Week 5 (June 25 - June 29)

- Make article for Sunny Tips
- Organize the monthly posting on the priority posting tracker
- Attend Notion tutorial with other Interns
- Make a notion account and add tasks
- Attend daily meetings

Week 6 Report (July 2 - July 6)

- Add 3 Proposal posting for the month of September
- Create Promoting Post Captions to visit Tinig UK website
- Create new notion account
- Create linkedin account
- Attend daily meetings

Week 7 Report (July 9 - July 13)

- Create my portfolio
- Attend daily meetings