





**PERFORMANCE EVALUATION FOR ON-THE-JOB-TRAINING**

Name of Trainee: John P Sacular  
 Name of Host Company: TINIG UK  
 Assigned Department: Social media

Course: \_\_\_\_\_  
 Total Hours: \_\_\_\_\_  
 Inclusive Dates: 27 May to 17 July

Student's knowledge, skills, and abilities	Very Poor	Poor	Fair	Good	Very Good
	1	2	3	4	5
<b>Quality of Work</b>					
Is the trainee accurate and thorough?			X	X	
Is his/her work presentable and acceptable?				X	
Can he/she detect errors and correct them?				X	
<b>Job Knowledge</b>					
How much has he/she learned about his/her job?				X	
Does he/she know the function, requirements and responsibilities involved?				X	
<b>Quantity of Work</b>					
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	
<b>Dependability</b>					
Can he/she be dependent upon to finish assigned tasks on time and follow instructions?					X
<b>Diligence</b>					
Can he/she work hard and concentrate on the work at hand?				X	
<b>Judgment</b>					
Can he/she grasp situations and draw correct conclusions?				X	
<b>Initiative</b>					
Does he/she assume responsibilities willingly and voluntarily?					X
Is he/she enterprising and resourceful?					X
<b>Cooperation</b>					
Does he/she manifest sufficient willingness and capacity to work harmoniously with superiors and equals?					X
<b>Human Relations</b>					
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
<b>Punctuality and Attendance</b>					
Is he/she regular and punctual in his/her attendance?				X	
Does he/she take time out of trivial matters?				X	
Does he/she properly observe break periods?				X	

General impressions and observations of the trainee: \_\_\_\_\_

\_\_\_\_\_

Evaluated by: [Signature] 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:**

He shows enthusiasm and a willingness to learn and do the task but requires assistance and clear explanations to complete it.

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

**Week 1 ( May 27 – June 1 )**

- Participated in orientation for TINIG UK CIC
- Attended the discussion of GDPR and Non-Disclosure Agreement
- Turned the social media posting template into a form
- We searched for July events for week 3
- Attend daily meetings

**Week 2 ( June 4 - June 8 )**

- Participated in We are talking about what to put in the Post Content
- Attend daily meetings
- Choosing August Topic
- Thinking of an idea what to put in the Visual Content
- Hashtags have been placed that can be connected to the Post Content

**Week 3 ( June 13 – June 15 )**

- I was already attended Meeting
- We talked to meeting group for me to check our on social media posting how to do it
- Just searched to see events in the UK
- Attend Daily Meetings

Week 4 ( June 18 – June 22 )

- I did what I was asked to do in the Date posting in August to have Content in each Title / Description and I processed it properly.
- November with Bonifacio Day and happy to go back to his history
- I was already attended Daily Meeting.
- We had a meeting with Miss Liezel for using ChatGPT to help with Articles to be made
- I studied what are the important questions in the use of AI or ChatGPT

Week 5 ( June 25 – June 29 )

- Posting Priority Social Media Posting Tracker to make an articles
- I created Articles for Social media posting events
- I was able to log in to notion to put the Tasks that have been done
- Our group taught us where to put those articles
- Attend Daily Meetings

Week 6 ( July 2 – July 6 )

- I start again to make articles on events
- Log in LinkedIn to create or update the the skills and personal experience
- I tried to do graphic design for freight and shipping and gift shop
- MLBB ang Lakas ng Lima the tournament 5v5

Week 7 ( July 2 – July 6 )

- Create Notion Account
- Listening to other companies that report
- I tried to make graphics
- Attend daily meetings

Week 8 ( July 16 - July 17 )

- I also a canva link in social media posting tracker
- additional examples in the business directory