



**International
Educational
Exchange, Inc.**
Midpoint Evaluation of Trainee

Evaluation for: _____

Property Name: _____

Please rate the above trainee by circling the appropriate number next to each item.

- Key: 5 – Excellent
4 – Good
3 – Average
2 – Below Average
1 – Unsatisfactory

Quality of Work – Accuracy, thoroughness	5	4	3	2	1
Reliability – dependable, punctual, attendance	5	4	3	2	1
Ability to Learn – Grasps and retains new skills	5	4	3	2	1
Works independently	5	4	3	2	1
Works well under supervision	5	4	3	2	1
Team player – ability to work effectively with others	5	4	3	2	1
Quantity of Work – Volume, pace and effort	5	4	3	2	1
Responsible	5	4	3	2	1
Gets along with co-workers	5	4	3	2	1
Attitude – Willingness to accept assignments	5	4	3	2	1
Shows leadership	5	4	3	2	1
Drive/Determination	5	4	3	2	1
Professionalism	5	4	3	2	1
Competence – Applies experience and training	5	4	3	2	1
Follows instructions	5	4	3	2	1
Desire to learn	5	4	3	2	1
Accepts constructive criticism	5	4	3	2	1
Understands significance of training	5	4	3	2	1

If trainee evaluation ratings are a 3 or below, please describe what measures will be taken to assist the trainee improve their performance.

Please list the trainee's area of strengths: _____

Please indicate the trainee's areas needing improvement: _____

Please list one or two goals or objectives for this trainee: _____

Supervisor's Name/Signature

Supervisor's Email

Date

Trainee Signature

Date

Note: If evaluation ratings are a 3 or below, IEE requires that a follow up evaluation take place within 4 weeks to review trainee's progress.