

## SUPERVISOR'S EVALUATION OF EMPLOYEE'S UPWARD MOBILITY TRAINING PROGRAM

1. TRAINEE'S NAME	2. AREA OF TRAINING	3. TRAINING PERIOD <i>(From/To)</i>
4. TRAINEE'S POSITION		5. TRAINEE'S TARGET POSITION
6. DIVISION	7. BRANCH <i>(Code)</i>	8. SUPERVISOR <i>(Code)</i>
<b>Instructions: The immediate supervisor will evaluate the trainee: a) on standards set for the trainee and, b) by comparison of his/her performance with other employees of a similar background, undergoing the same training and doing similar work.</b>		
9. List the trainee's assignments for this training period. Please comment on the overall performance of these assignments.		
10. Is the training on schedule? If not, should the plan be modified, and how?		
11. Discuss the trainee's adaptation to the career field (e.g., is the trainee becoming conversant within his/her specialty, etc?).		
12. Is the learning displayed thus far by the trainee sufficient for you to believe that he/she has the potential to attain the necessary knowledges, skills, and abilities for the target position?		
13. TRAINEE'S OVERALL PERFORMANCE TO DATE		
Acceptable <span style="margin-left: 150px;">Unacceptable</span>		
14. PERCENTAGE OF TRAINING COMPLETED <i>(approximately)</i>		15. DISCUSSION
25%      50%      75%      90%      100% Complete		This rating was      was not discussed with the trainee.
16. REMARKS		
17. SIGNATURE <i>(Immediate Supervisor)</i>		18. DATE