

(FORM 5): TRAINEE EVALUATION FORM

Trainee's Name	
Academic Number	
Training Department	
Nature of Training	O Written Translation O Simultaneous Interpretation O Both Please name other tasks the trainee accomplished:.....
Start of Training	
Date of Completion	
Supervisor's Name	
Position	
Name of the Institute	

Instructions:

1. This form is to be completed by the immediate supervisor/ trainer of the trainee.
2. This form is to be used for evaluating the performance of the trainee. Your feedback on her performance will help us objectively evaluate the overall skills of the trainee (student) and improve our academic plan.
3. It consists of two parts: professional competence evaluation (25 marks) and translation competence evaluation (45 marks), with total mark (70).
4. Evaluation is made by using the rating scale below. The supervisor puts a chick mark (√) in front of the description which corresponds to the total evaluation mark. **If** the nature of training is both written and oral, the average mark is considered:
 i.e. written translation mark + spontaneous interpretation mark ÷ 2 = Average (total mark).

Total:

70

Percentage	Description	√
60-70	Excellent	
50 – 54	Very Good	
45 – 49	Good	
40 – 44	Satisfactory	
35-39	Fair	
35 and below	Poor	

Thank you.

PART (1): PROFESSIONAL COMPETENCE EVALUATION (25 MARKS)

Criterion	No.	Assessment Item	Assessment Mark	Deserved Mark	Remarks
Attendance and discipline	1	Punctual in coming to the training office	2		
	2	Presents during required times	1		
Responsibility	3	Self- reliant and performs tasks with minimum supervision	1		
	4	Patient and tolerant in handling any task	1		
	5	Shows interest in performing more advanced activities	1		
	6	Volunteer to do routinary work	1		
Achievements	7	Follows institutional regulations	1		
	8	Accomplishes work on time	2		
	9	A good user of the computer and Internet (this includes good typed works)	1		
	10	Creative at work	1		
Neatness / orderliness	11	Manages time appropriately	1		
	12	Good appearance	1		
	13	Keeps training place clean and in proper or order	1		
Cooperation and responsiveness	14	Maintains public propriety	1		
	15	Works with the group harmoniously	1		
	16	Extends help to co-trainees and regular employees	1		
	17	Responds positively to supervisor's feedback	1		
	18	Demonstrates a sense of initiativeness	1		
Total			20		

General Comments (if any):

PART (2): TRANSLATION COMPETENCE EVALUATION (45 MARKS)

WRITTEN TRANSLATION

Criterion	No.	Assessment Item	Assessment Mark	Deserved Mark	Remarks
Comprehension	1	Understanding of subject matter (source text topic)	3		
	2	Understanding of: cultural issues, synonyms and antonyms, idioms, and collocations	5		
Accuracy	3	Accurate meaning	5		
	4	Accurate and consistent translation of terms	3		
	5	Clear (not ambiguous) and precise translation	3		
Spelling	6	Correct spelling	3		
Grammar	7	Correct sentence structures	7		
	8	Correct subject-verb agreement	3		
	9	Correct tense	3		
Style	10	Correct use of punctuation marks	3		
	11	Coherent and cohesive translation	6		
Problem solving	12	Creative in solving translation problems	3		
	13	Has good research skills	3		
Total			50		

Translation Quality: Excellent Very Good Good Average Poor

General Comments (if any):

SIMULTANEOUS INTERPRETATION

Criterion	No.	Assessment Item	Assessment Mark	Deserved Mark	Remarks
Comprehension	1	Understanding of subject matter (source text topic)	3		
	2	Understanding of: cultural issues, synonyms and antonyms, and collocations	5		
Voice	3	Articulation	4		
	4	Intonation	4		
	5	Audible	4		
Delivery	6	Fluency (hesitant, regular, irregular, false start, etc)	5		
	7	Pace (fast / slow)	5		
Accuracy	8	Correct meaning	5		
	9	Correct and consistent translation of terms	5		
Message	10	Clear (not ambiguous) message	5		
Grammar	11	Correct tense	5		
Total			50		

Spontaneous Interpretation Quality: Excellent Very Good Good Average Poor

General Comments (if any):
