

Appendix 2 – Training Record

Name of Employee:																	
Skills and Related Assessments and Job Position Aspects:																	
Employee Assessment Sheet																	
Training Name	Date	Trainee	Test Results:		Performance Monitoring												
			Passed	Failed	3 months				6 months				12 months				
					NI	I	SI	No improvement	NI	I	SI	No improvement	NI	I	SI	No improvement	
		Total:															
		Effectiveness [%]:															

Legend:

- ☑ - "Passed" box – Trainee passed the final test
- ☒ - "Failed" box – Trainee failed the test
- ∅ - The training didn't have final test
- 📉 - "No improvement," trainee didn't show improvement in areas covered by training

[organization name]

1 - "Improvement," trainee has shown improvement in areas covered by training

2 - "Significant improvement," trainee has shown significant improvement in areas covered by training

[job title]

[name]

[signature]