

The American-Scandinavian Foundation
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**PLEASE NOTE: ALL FORMS MUST HAVE A SIGNATURE.
PLEASE COMPLETE THE FORM, SIGN, AND RETURN TO ASF.**

TRAINING PROGRESS REPORT

The Foundation hopes that this training experience has been a very positive one for both of you: Scandinavian trainee and the American host trainer. This mid-term point in the training is an appropriate time to assess the progress made to date; you will need to review the training plan as you make your comments. Both trainee and trainer should complete their sections, review and sign this evaluation form. This report is not only important to us, but satisfies U.S. Government regulations governing this Exchange Visitor Program. Please return the completed and signed evaluation within two weeks. Continue your comments on additional pages if needed.

Name of Firm:

Name of Trainee:

FOR THE TRAINER TO COMPLETE:

When your trainee arrived, did s/he have the background you anticipated as necessary to undertake the training?
 Yes/ No. If no, please explain.

Is the training progressing as you had anticipated and in accordance with the stages indicated on the training plan?
 Yes/ No. If no, please explain. If you anticipate any modifications in the plan, please include.

Please rate your trainee by checking the appropriate category for performance:

ATTITUDE

- Outstanding in enthusiasm
- Interested and industrious
- Average diligence & interest
- Somewhat indifferent
- Definitely not interested

ABILITY TO LEARN

- Learned exceptionally well
- Learned readily
- Average in understanding
- Rather slow in learning
- Very slow to learn

DEPENDABILITY

- Completely dependable
- Above average in dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

INITIATIVE

- Proceeds very well on own
- Proceeds satisfactorily on own
- Does just assigned tasks
- Hesitates
- Must be pushed

QUALITY OF PERFORMANCE

- Excellent
- Very good
- Average
- Below average
- Very poor

RELATIONS WITH OTHERS

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Has difficulty working with others
- Works very poorly with others

Are there areas where you would like to see improvement? Yes/ No. If yes, please specify:

(over)

FOR THE TRAINEE TO COMPLETE:

Is your training in the U.S. meeting your expectations? Yes/No. Please explain.

What is the most important thing that you think you have learned to date during your training?

Has your training followed the training plan you received at the time ASF sent you your visa certificate?
 Yes/No. If no, how has your training differed from the plan?

Have you had any problems, for example: adjustment problems, language problems, or problems meeting people, that were difficult to resolve or have not been resolved? Yes/No. If yes, please explain.

What do you hope to accomplish during the remainder of your training?

Would you like to comment on anything your trainer has said in this report?

Are there any additional comments you would like to make about your training or your stay in the U.S., or any questions you might have for ASF?

BOTH TRAINEE AND TRAINER MUST SIGN BELOW:

Trainer's signature: _____ Title:

Please Print Name: _____ Date:

Trainee's signature: _____ Date:

8/00 - midterm