

PAN ATLANTIC SMS Group
J-1 Visa Program
Host Property Final Evaluation of Trainee and Program

This will serve as your final evaluation of your J-1 Exchange Visitor Program, Pan Atlantic and your host property. Your responses will inform Pan Atlantic as how to improve the overall program for both trainee and host property. Please return the completed evaluation as well as your original DS-2019 form, and departure schedule to Pan Atlantic promptly by using the enclosed prepaid envelope.

Supervisor Name:
Host Property:
Trainee Name:
Trainee End Date:

Please Rate the following items on a scale of 1 to 4. Anything rated 3 or more should be explained in the Comments Box provided below.

1 = Strongly Agree 2 = Somewhat Agree 3 = Somewhat Disagree 4 = Strongly Disagree N/A= Not Applicable

EVALUATION OF THE TRAINEE

	1	2	3	4	N/A
Trainee's attendance and punctuality were good	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trainee had a good attitude towards assigned duties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trainee's communication skills and command of English improved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The quality of the trainee's work was high and productivity was good	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This trainee adapted well to changes in work environment and schedules	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trainee was dependable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trainee showed improvement in skills and knowledge of department operations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trainee had good client, vendor, and employee relations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This trainee showed independence and initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trainee had good leadership skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trainee had good decision-making skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trainee was cordial and pleasant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This trainee worked well under pressure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Having this trainee on board was beneficial to my business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The trainee met the expectations laid out in the training plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, this trainee's performance was good	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Have you provided the trainee with a certificate of completion or a letter of recommendation? YES NO

EVALUATION OF PAN ATLANTIC SMS GROUP

	1	2	3	4	N/A
Pan Atlantic was helpful in answering my initial questions about the J-1 visa process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Materials provided by Pan Atlantic were clear and useful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pan Atlantic was efficient in processing the J-1 visa paperwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pan Atlantic communicated with the host property to keep us informed about the trainee's progress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend Pan Atlantic to colleagues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I plan to use Pan Atlantic for future J-1 visa applicants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, our experience with Pan Atlantic was Positive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How often were you in contact with Pan Atlantic? Frequently Occasionally Rarely Never

(Continued on Back)

Please describe the trainee's most important contributions to your company:

In your opinion, what are the most significant benefits that the trainee has gained by training at your property?

Overall, do you think that this program was generally beneficial to your company? Why or why not?

Additional Comments:

Name: _____

Title: _____

Supervisor Signature: _____

Date: _____