

# Apprentice Performance Evaluation

It is recommended that this form be used bi-monthly during the apprentices probationary period & then quarterly or semi annually thereafter.

This form should always be sent out when apprentice is laid off or fired.

Apprentice Name: \_\_\_\_\_ Contractor \_\_\_\_\_ Date \_\_\_\_\_

Evaluation Period: From \_\_\_\_\_ To \_\_\_\_\_ Year of Apprenticeship \_\_\_\_\_ Current OJT Hours \_\_\_\_\_

INSTRUCTIONS: Please evaluate the above named apprentice as fairly and honestly as you can. You are to rate all ten (10) factors listed below. Please consider each factor separately. Rate each factor on a scale from 1-5 by writing the number in the "RATING" column. The apprentice committee appreciates your conscientious effort

**Rating POOR = 1 MARGINAL = 2 GOOD = 3 VERY GOOD = 4 EXCELLENT = 5**

Ability to Learn					
	Does not easily understand; needs repeated instructions on the same task	Slow to grasp concepts sometimes does not remember important facts and procedures	Usually understands instructions; usually has good judgment and reasoning	Learns quickly; applies past experiences well; good listener	Grasp new ideas quickly; can readily apply knowledge to new situations. Flexible problem solver

Attitude					
	Continually gripes about work assignments; disturbs others, uncooperative, temperamental	Complains that many things are unfair; a whiner	Takes setbacks in stride; most times pleasant and cooperative	Accepts all work assignments; rarely complains; communicates well	Posses a positive perspective; always upbeat & ready to work; a pleasure to work with

Conduct					
	Rude; ill mannered; uses obscene language; poor control of emotions	Irritates others; occasionally rude; foul language	Observes common courtesy but doesn't always recognize opportunities to be polite or helpful	Mostly polite and helpful; recognizes importance of good human relations; rarely uses loses temper	Always polite; careful not to offend anyone; maintains proper composure; makes special efforts to be helpful

Punctuality					
	Late 3 or more times, and twice a month on average	Late 2 or more times, and once a month on average	Late 2-3 times in a 6 month period	Late 1 or 2 times per year	Always on time

Attendance (Excused absence reasons - Illness, vehicle trouble, weather conditions, prior approval for a vacation or appointment, etc.)					
	Unexcused absence 2 or more times a month	Unexcused absence once a month	Short notice absence 2-3 times in a 6 month period	Short notice absence 1 or 2 times a year	No absences

Does the apprentice call in when he/she will be late or off work? Yes \_\_\_\_\_ No \_\_\_\_\_

**Evaluator's comments/special circumstances regarding punctuality and/or attendance**

Motivation / Initiative					
	Never anticipates the requirements of any job or procedure; always waits to be told what to do; lacks initiative; needs prodding	Does what is told; sometimes anticipates parts of the job; does no more than what is required; seems uninterested	Ask questions; has adequate degree of knowledge; does routine task without prompting; ready with tools	Good knowledge of most procedures; anticipates next steps; goes beyond expectations; and prepares ahead	Curiosity goes beyond immediate job procedure; always eager to learn more; work hard to become a good electrician

Quality & Accuracy of Work					
	Makes frequent mistakes; wastes material; lacks mechanical ability; needs constant supervision	Aims just to get by; careless some jobs need to be reworked	Work usually passes; needs some supervision	Does good work; careful; makes very few mistakes; uses good judgment	Work is very accurate; work meets or exceeds standards; takes pride in his/her work

Quantity of Work					
	Doesn't plan work; slow; produces very little; waste time; continually visiting with others which slows down project	Does less than expected; does just enough to get by	Does fair share; looks busy but after finishing a task usually doesn't look for other task that need to be done	Plans work well; works efficiently; gets expected work done on time	Highly productive; fast and accurate; when finished with assigned task, finds other task which advance the job

Safety Practice					
	A hazard to self and others; puts others at risk because of risky and unsafe practices. <b>Note: If this section is checked the apprentice must be removed from jobsite immediately and the contractor and the JATC must be notified immediately.</b>	Careless; takes shortcuts which create safety hazards. <b>Note: if this section is checked the contractor and the JATC must be notified immediately</b>	Usually follows most safety procedures; usually does the job in a safe manner	Observes safety rules; uses correct tools and wears safety apparel	Always places safety first; helps others to be safe; does not take chances that might endanger self or others

Appearance & Hygiene					
	Generally not presentable; clothes dirty and not appropriate for the job; looks shabby; smells bad	Poorly groomed; hair not combed; clothing barely job appropriate and under kept	Clothes usually clean and proper for work; grooming acceptable	Arrives at work with clothes clean; showered & clean; clothes are proper, protective & safe	Clothes ideal for work. Appearance and Hygiene excellent.

Additional Comments: \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

Is the apprentice making satisfactory progress? Yes \_\_\_\_\_ No \_\_\_\_\_ If no why? \_\_\_\_\_

Additional Comments: \_\_\_\_\_

I have worked with this apprentice for \_\_\_\_\_ days \_\_\_\_\_ weeks \_\_\_\_\_ months Evaluators Position \_\_\_\_\_

Evaluators Printed Name \_\_\_\_\_ **Evaluators Signature** \_\_\_\_\_

**Apprentices Signature** \_\_\_\_\_

This Evaluation has been discussed with me \_\_\_\_\_