



## Apprentice Evaluation Instructions

### Purpose:

An **honest** and thoughtful evaluation should pinpoint **strengths** and **weaknesses** and provide the opportunity to agree upon a practical improvement program. Our goal is to have each apprentice evaluated semi-annually to provide a history of development and progress.

### Instructions:

Carefully read and evaluate each characteristics, trait or ability. Check the rating scale that most closely describes your observance of the apprentice's behavior.

- Written unsolicited evaluations are encouraged as unsatisfactory conditions exist.
- **Be honest in evaluations**
- Normally, the apprentice should not be shocked by the evaluation. A good supervisor counsels and praises employees **as the need arises**.
- **Review the evaluation with the apprentice, face to face** and have him/her sign it.

Be sure to list the specific areas you trained this apprentice (i.e., light fixtures, motors, ditch safety, conduit bending, etc.)

### Category Descriptions:

#### General:

Shows normal ability for level in apprenticeship	Compare to others at similar pay rate and class
Appropriate appearance and dress for work performed	Cleanliness, grooming, safe clothing? Typical for work being performed?
Works consistently with normal alertness and energy	Energetic? Tires often?
Always willing to help	Team player
Exhibits desire to achieve & meets goals	Acts with purpose, puts forth effort

#### Work Habits:

Asks necessary questions at the right times	Are the subject and timing of questions appropriate?
Grasps instructions, meets changing conditions	Quick to understand? Solves problems?
Completes tasks well with minimum supervision	Completes tasks promptly and correctly
Work performed is neat and accurate	Loose ends, craftsmanship or rework needed
Does an appropriate amount of work each day	Volume or quantity of work in a work day
Follows instructions	Grasps instructions and carries them out correctly
Observes all safety rules	Observes industry and job safety rules

#### Attitude:

Accepts working conditions	Handles change, environment, job tasks without complaint
Ability to work under pressure or changing conditions	Tolerance for crises without irritation or temper
Is courteous and cooperative with others	Polite, willing to help, part of the team
Shows initiative	Stays productive with minimal supervision
Uses constructive criticism to improve performance	Makes a positive change when corrected?

#### Attendance:

Reports to work daily as scheduled	Minimum number of absences - gives notification in timely manner
Is punctual	Reports to work, back from lunch and breaks on time

**Remember: Apprentices spend more hours in "on the job" training with you than in the classroom!**