

APPRENTICE EVALUATION FORM

This evaluation covers the month/year of 2010 for the below named apprentice.

Apprentice Name: \_\_\_\_\_ Pay grade: \_\_\_\_\_ %

Location: \_\_\_\_\_ Contractor: \_\_\_\_\_

\*\*\*\*\*Current Job Site \_\_\_\_\_\*\*\*\*\*  
(Contractor, please fill in this information)

**Instructions:** The Apprenticeship Committee will appreciate an evaluation as free from bias as possible regarding the above named apprentice. The evaluation is to be completed by the Foreman assigned to the above named apprentice. You are to rate the apprentice on all 10 factors listed below. Consider each factor separately. You are to rate the apprentice from 0-10 on each factor by circling the number above the rating. Consider the length of time in the apprenticeship program and the pay grade above in providing your honest evaluation.

Poor		Marginal		Average				Above Average		Outstanding
<b>ATTENDANCE</b>										
0	1	2	3	4	5	6	7	8	9	10
Seldom reliable, excessive absences, often late		Often late – Attendance not very good		Rarely late or absent				Attendance record good – May be late on occasions		Never late or absent
<b>OWNERSHIP OF TOOLS</b>										
0	1	2	3	4	5	6	7	8	9	10
Owns little and/or continually borrows tools from others		Occasionally must borrow tools from others		Owns most tools listed on apprentice tool list				Owns all tools on apprentice tool list		Owns all tools necessary to perform every job assignment
<b>ATTITUDE</b>										
0	1	2	3	4	5	6	7	8	9	10
Gripes about work assignments – Could care less – Disturbs others and causes friction		Wastes time – Gets moody – Indifferent towards work – Cannot get along with some people		Usually applies self well – Usually interested in job – Works well with others				Interested in job – Works well with others – Works hard to improve		High interest in job – Good to work with – Accepts assignments with no complaints
<b>INITIATIVE</b>										
0	1	2	3	4	5	6	7	8	9	10
No ambition – Does very little		Needs prodding – Usually waits for directions – Does not attempt to learn much		Does routine task without prompting – Goes ahead reasonably well				Self-starter – Works out most problems himself/herself		Looks for work to do – Invites responsibility – Hard worker
<b>WORKING WITH TOOLS</b>										
0	1	2	3	4	5	6	7	8	9	10
Unfamiliar with hand/power tools and productivity shows		Can use hand/power tools to finish work – Can use company tools		Has good grasp of skills and knowledge to work with hand/power tools to produce a good quality product – Can use company tools				Has above average grasp of skills and knowledge to work with all hand/power tools to produce a good quality product		Has outstanding grasp of skills and knowledge to work with all hand/power tools to produce good quality work
<b>QUALITY OF WORK</b>										
0	1	2	3	4	5	6	7	8	9	10
Spoils work – Work must be continually checked – Does not think things out		Not careful enough – Tries to get by – Jobs have to be reworked		Produces good work most of the time – Work usually passes				Uses good judgment – Very few errors – Careful and precise – Does good work		Takes pride in work – Very accurate – Does an excellent job

(Evaluation continues on reverse side)

Poor	Marginal	Average	Above Average	Outstanding
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**ADAPTABILITY**

0	1	2	3	4	5	6	7	8	9	10
Gets confused – Needs repeated instructions on each job – very slow learner		Learns slowly – Frequently misunderstands orders		Progressing at a normal rate – Usually has good judgment and reasoning			Learn quickly – Uses good judgment – Applies past experience well		Good memory – Very able – Grasps new ideas immediately	

**QUANTITY OF WORK**

0	1	2	3	4	5	6	7	8	9	10
Plans work poorly – Slow – Produces very little		Does less than expected – Tries to just get by		Usually does work in reasonable length of time – Does fair share – Keeps busy			Makes use of any idle time – Plans work well		Highly productive – Fast and accurate – Finds other jobs to do – Hard worker	

**STAMINA**

0	1	2	3	4	5	6	7	8	9	10
Unable to work a normal work day – Works too slow all day		Work slows down after 2-3 hours of normal work day work		Able to keep pace with others during a normal work day			Works all day long with no loss of productivity		Works extra hard all day long	

**SAFETY AND SAFE PRACTICES**

0	1	2	3	4	5	6	7	8	9	10
A hazard to themselves and others – Seldom uses correct tools and equipment – Has to be warned about safe practices		Careless – Takes unnecessary chances – Often fails to use common sense		Observes most safety rules – Usually does the job in a safe manner			Observes all safety rules – Wears safety apparel – Uses correct tools		Always places safety first on job – Takes no chances – Thinks of others	

**ATTENDANCE:**

Days absent during this period: 0 1 2 3 4 5 or more

Days late during this period: 0 1 2 3 4 5 or more

Would you be willing to rehire this apprentice in the future? Yes \_\_\_\_\_ No \_\_\_\_\_

I have worked with this apprentice for \_\_\_\_\_ days \_\_\_\_\_ week's \_\_\_\_\_ months.  
(Circle one)

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

This form completed by: \_\_\_\_\_  
(Print Name of Evaluator)

\_\_\_\_\_  
(Signature of Evaluator) Date \_\_\_\_\_

I have reviewed this evaluation and my Foreman has answered all my questions/concerns of his/her evaluation of me.

\_\_\_\_\_  
(Signature of Apprentice) Date \_\_\_\_\_

Check block if Apprentice is no longer employed at time of evaluation.