**APPRENTICE EVALUATION FORM**

|  |  |
| --- | --- |
| DATE | EVALUATION FOR THE MONTH OF: |
| EMPLOYER NAME AND ADDRESS | PERIOD OF APPRENTICESHIP | PAY RATE |
| APPRENTICE NAME | RAPIDS ID (if applicable) |  |

Apprentice is training in the occupation of: Water System Operation Specialist Wastewater System Operation Specialist

**\*IMPORTANT: Does Apprentice demonstrate skills, knowledge and ability equal to or greater than other apprentices at the same rate level? (please check)**

YES NO

**General:** Good Average

Needs Improvement

Unsatis- factory

Comments **(must comment for needs improvement or unsatisfactory)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Shows normal ability for level in apprenticeship |  |  |  |  |  |
| Appropriate appearance & dress for work performed |  |  |  |  |  |
| Works consistently with normal alertness & energy |  |  |  |  |  |
| Always willing to help |  |  |  |  |  |
| Exhibits desire to achieve & meets goals |  |  |  |  |  |

## Work Habits:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Asks necessary questions at the right times |  |  |  |  |  |
| Follows instructions, grasps new ideas, adaptable |  |  |  |  |  |
| Completes tasks well with minimum supervision |  |  |  |  |  |
| Work performed is neat and accurate |  |  |  |  |  |
| Does an appropriate amount of work each day |  |  |  |  |  |
| Observes all safety rules; considerate of others safety |  |  |  |  |  |
| Uses tools properly |  |  |  |  |  |

**Attitude:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Accepts working conditions |  |  |  |  |  |
| Withstands pressure and remains calm in a crisis |  |  |  |  |  |
| Is courteous and cooperative with others |  |  |  |  |  |
| Shows initiative |  |  |  |  |  |
| Uses constructive criticism to improve performance |  |  |  |  |  |

**Attendance:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Reports to work daily as scheduled |  |  |  |  |  |
| Is punctual |  |  |  |  |  |

This apprentice has received training in the following work processes (list them here):

The Mentor/Operator below reviewed/discussed the evaluation with me and areas marked "needs improvement" and/or "unsatisfactory."

|  |  |
| --- | --- |
| Mentor/Operator Name (please print and sign) | Apprentice Signature: |
| Phone #: | Date Signed | Date Signed: |

Other Comments (use extra sheets if necessary)

# 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 monthly 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., tools & equipment, workplace safety)

**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? |
| Follows instructions, grasps new ideas, adaptable | Listens and carries them out correctly? Quick to understand? Solves problems? |
| Completes tasks well with minimum supervision | Completes tasks promptly and correctly |
| Work performed is neat and accurate | Loose ends, craftmanship or rework needed |
| Does an appropriate amount of work each day | Volume or quantity of work in a work day |
| Observes all safety rules; considerate of others safety | Observes industry and job safety rules |
| Uses tools properly | Uses the right tool for the job and properly? |

**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 time spent on related technical instruction.**