

# York Electric

## Apprentice Evaluation

Apprentice Name: \_\_\_\_\_

Report Month/Year: \_\_\_\_\_

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

Jobsite: \_\_\_\_\_

### DEPENDABILITY

#### Attendance

- No missed time
- Missed 1 to 3 days
- Missed more than 3 days

#### Tardiness

- Never Late
- Late 1 to 3 times
- Late more than 3 times

### MOTIVATION

#### Initiative

- Lazy
- Needs to be pushed
- Average
- Puts in moderate effort
- Always stays busy

#### Attitude

- Resentful-uncooperative
- Below Acceptable
- Acceptable
- Mostly Cooperative- helpful and alert
- Always Cooperative- helpful and alert

### PREPAREDNESS

#### Tools

- Has proper, well-maintained tools
- Needs to add more tools
- Lacks proper tools

#### Appearance/Hygiene

- Unprofessional
- Acceptable
- Always Neat and Presentable

### TEAMWORK

#### Communication Skills

- Never understands  
Does not easily understand
- Average
- Above Average  
Almost always understands

#### Leadership

- Requires constant oversight
- Requires occasional oversight  
Can complete independent tasks
- Can guide others

### PERFORMANCE

#### Productivity

- Does not meet expectations
- Rarely meets expectations
- Average
- Regularly meets expectations
- Regularly exceeds expectations

#### Accuracy

- Repeats the same errors
- Makes errors often
- Makes some errors
- Rarely makes errors

#### Growth

- Performance Declining
- Below Average  
Performance Steady (Average)  
Above Average  
Always Improving

#### Safety Rules

- Disregards Safety Rules
- Below Average  
Average
- Above Average  
Always Safety Conscious

#### Mechanical Aptitude

- Low
- Below Average
- Average
- Above Average
- High

#### Pride in Work

- Has no Pride in their work
- Often takes shortcuts
- Average
- Does their best most of the time
- Always does their best

#### Organization

- Never Organized  
Room for improvement  
Average  
Keeps personal work area neat/clean
- Helps keep entire jobsite organized

#### Knowledge of Trade

- Performs below current classification
- Below Average  
Performs at current classification (Average)  
Above Average  
Performs beyond current classification

### COMMENTS (Use back if needed)

Would you like to have a private conversation with Phil Lamison about your apprentices work performance.

YES

NO

### SIGNATURES

Apprentice: \_\_\_\_\_

Journeyworker: n \_\_\_\_\_ Print

Date: \_\_\_\_\_

Foreman: n \_\_\_\_\_ Print