

York Electrical Institute

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

PREPAREDNESS

Tools

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

Appearance/Hygiene

- Unprofessional
- Acceptable
- Always Neat and Presentable

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

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: Sign _____ Print _____

Date: _____

Foreman: Sign _____ Print _____