

Example Apprentice Performance Review

Name: _____ Apprenticeship Name: _____
 Employee ID: _____ Evaluation Date: _____
 Evaluation Year: _____ 1st or 2nd Evaluation of Year: _____
 Today's Evaluation Score: _____

To receive a pay increase, the Apprentice must:

- “Meet Expectations” related to the coursework at Technical School/Community College
- “Meet Expectations” related to the completion of scheduled On-the-Job Training - AND -
- Receive a score of ___% on the Behavioral Components (equivalent to the raw score of ___ points)

Will the apprentice receive a X-month pay increase? Yes or No (Circle One)

	Meets Expectations = Y	Does Not Meet Expectations =	Enter ore Here
Coursework at Technical School/Community College			
A grade point average (GPA) of “B” or better has been maintained AND no individual class grade was below a “C-“in technically-related classes.(or other appropriate grade requirements)			
Completion of Scheduled On-the-Job Training			
Apprentice has successfully completed the scheduled On-the-Job Training as documented on the Weekly OJT Training T acker			
Behavioral Components			
	Meets Expectations = 1	Does Not Meet Expectations =	Enter ore Here
Communication			
Completes oral & written instructions as directed			
Verbally communicates information to others			
Accurately uses trade terminology			
Communicates to all who are affected by the job			
Possible 4 points			
	Meets Expectations = 1	Does Not Meet Expectations =	Enter ore Here
Human Relations			
Works well with other employees			
Treats co-workers with respect			
Works well with supervisors & instructors			
Possible 3 points			

Continued on back

	Meets Expectations = 1	Does Not Meet Expectations = 0	Enter Score Here
Learning Ability			
Comprehends instructions & implements well			
Transfers procedures learned from one task to another			
Met competencies as outlined in OJT			
			Possible 3 points
Quality of Work			
Final tasks are completed with professional appearance			
Job tasks are completed within a reasonable time			
Shows pride in accomplished job tasks			
Does his/her share of the trade work (lifting, clean-up, etc.)			
Performs appropriate tasks independently			
			Possible 5 points
Safety			
Uses PPE without having to be reminded			
Performs task using approved safe work practices			
Identifies hazards and reports/mitigates them			
Participates in company safety programs			
			Possible 4 points
Tools & Equipment (Use & Care)			
Uses the right tool for the job			
Checks out and returns crib tools			
Takes proper care of tools			
Inspects tools prior to use			
			Possible 4 points
Willingness to Learn			
Is attentive to training & instructions			
Tries to achieve hands-on experience on each job task			
Is open to receiving feedback			
Is willing to challenge when appropriate			
Asks questions about subjects not understood			
			Possible 5 points
Work Habits			
Adheres to job schedule (starting, leaving, breaks, lunch)			
Completes all job closeout tasks (permits, clean-up, SAP, calibration records, etc.)			
Plans work in logical sequence or flow			
Has completed X-month feedback form			
			Possible 4 points
Highest Possible Score = 32		TOTAL	
Additional Comments:			

The following signatures signify only that this report has been reviewed with the apprentice.

Apprentice: _____ Date: _____

OJT Trainer: _____ Date: _____

Supervisor: _____ Date: _____

