

Instructions for Apprentice Review and Feedback Forms

PURPOSE: To provide the company with instructions and roles/responsibilities for preparing for the Apprentice Review and Apprentice Feedback Forms. In this **example**, the Apprentice Reviews and Feedback forms are on a 6-month basis. The process and forms can be adjusted for each apprenticeship and company but should coincide with wage increase timelines.

Key Points:

- To progress to the next step of apprenticeship pay, apprentice progress should be assessed by review of successful completion of OJT activities, grades from applicable courses, as well as behavioral components as outlined in the 6-Month Performance Review Form at the end of each six (6) month period.
- To progress to the next step of apprenticeship pay, apprentices must maintain a grade point average (GPA) of **[insert company's specific requirements here]**.
- To progress to the next step of apprenticeship pay, apprentice attendance or performance warnings should be considered satisfactory as aligned with the local employee handbook requirements.
- If the Apprentice is not able to maintain successful progress in the program and is in good standing, **[insert company's specific requirements here]**.

Instructions:

- Describe the performance of the apprentice in terms of how well he or she performs in each of the performance dimensions deemed important to the apprentice program success. In making your ratings, consider the following factors:
 - In cases where you are not familiar with the apprentice's performance, be sure to consult with others to get information on how well they perform on this item. (Journeyworkers, co-workers, other supervisors)
 - Rate the apprentice relative to other employees that you have observed in the apprentice's classification with similar tenure and experience.
 - Do not be influenced by personal feelings about this individual, which are not job related. Your goal should be to give as objective a rating as you can on the areas being considered.
 - Do not allow good or bad performance in other areas to influence the evaluation of the current item you are considering. Rate each area independently.
 - Finally, expect some variation in your ratings. In other words, even the most effective employees perform some areas less well, while even ineffective employees perform well on some dimensions.

Roles and Responsibilities:

- **HR:**
 - Ensure tracking of Performance Reviews in the Employee's Personnel File.
 - Ensure employees receive pay increases on the first of the pay period following the 6-month review.
 - Assist in coordinating the process of collecting the performance reviews.
- **On-the-Job Trainer, Supervisor, and/or Apprenticeship Coordinator:**
 - Collaborate to complete the 6-Month Performance Review Form.
 - Ensure an On-the-Job Training Tracker is utilized to determine if the apprentice met expectations in terms of OJT. This Tracker can be through Kronos, SAP, or other work order platforms, or by a simple spreadsheet. Whatever format is used in tracking OJT, though, it must be easily accessible for a U.S. DOL OA program review.
- **Apprenticeship Training Committee Team or Other Apprenticeship Management Personnel:**
 - Meet regularly to review records and progress of each apprentice in training and recommend improvement or modification in training schedules, related instruction and other training activities.
 - Ultimately, the Training Team, or whoever is managing the apprenticeship, is responsible for deciding if the apprentice will advance to the next rate of pay.