

An Apprentice Monthly Performance Evaluation

Conducted for: _____	Score: _____/____
Site/Project Name: _____	
This Evaluation is for the month and year of: ____/____/2019	

Question	Response	Details/Comments by Supervisor:
<i>This evaluation is to be completed once per month on each apprentice assigned to a supervisor and forwarded by the apprentice to the Coordinator for processing no later than the 5th day of the following month. Please answer each of the questions below. Please enter comments concerning the apprentices' performance. You should talk about the things they are doing well and the things they need to improve. A copy of this evaluation will be a part of the apprentices' permanent record and their review. Supervisors, please add up the points for their overall score on top.</i>		
Does the apprentice demonstrate job knowledge according to their level of apprenticeship?	Does Not Meet Expectation <input type="checkbox"/> 0Pts Meets Expectation <input type="checkbox"/> 10Pts Exceeds My Expectation <input type="checkbox"/> 15Pts	
Does the apprentice follow the instructions given to them?	Does Not Meet Expectation <input type="checkbox"/> 0Pts Meets Expectation <input type="checkbox"/> 10Pts Exceeds My Expectation <input type="checkbox"/> 15Pts	
Does the apprentice complete their work with the level of quality expected?	Does Not Meet Expectation <input type="checkbox"/> 0Pts Meets Expectation <input type="checkbox"/> 10Pts Exceeds My Expectation <input type="checkbox"/> 15Pts	
The apprentice has their required tools at work, wears their tool pouch and has a copy of the current NEC on the project with them each day.	Does Not Meet Expectation <input type="checkbox"/> 0Pts Meets Expectation <input type="checkbox"/> 10Pts Exceeds My Expectation <input type="checkbox"/> 15Pts	
Does the apprentice follow safety policies, recognizes hazards, consistently fills out Pretask cards, challenges persons entering their work areas and reports additional hazards and near misses?	Does Not Meet Expectation <input type="checkbox"/> 0Pts Meets Expectation <input type="checkbox"/> 10Pts Exceeds My Expectation <input type="checkbox"/> 15Pts	
Does the apprentice attempt to increase their ability and knowledge of installation techniques and the NEC by asking questions and searching out information on their own initiative? {In addition to their time in class}	Does Not Meet Expectation <input type="checkbox"/> 0Pts Meets Expectation <input type="checkbox"/> 10Pts Exceeds My Expectation <input type="checkbox"/> 15Pts	
The apprentice has the physical ability to safely perform electrical work.	Does Not Meet Expectation <input type="checkbox"/> 0Pts Meets Expectation <input type="checkbox"/> 10Pts Exceeds My Expectation <input type="checkbox"/> 15Pts	
Is the Apprentice punctual and meeting expectations concerning attendance?	Does Not Meet Expectation <input type="checkbox"/> 0Pts Meets Expectation <input type="checkbox"/> 10Pts Exceeds My Expectation <input type="checkbox"/> 15Pts	
Does the apprentice take on responsibility for their actions and display a work ethic which meets your expectations? I would work with this apprentice in the future?	Yes <input type="checkbox"/> 10Pts NO <input type="checkbox"/> 0 Pts	
Please enter any additional comments that you would like to share with the apprentice and with management.		
Supervisor: Print your name, sign and date this document	Print Name: _____	Signature: _____ Date: ____/____/2019