

YOUTH APPRENTICESHIP

EMPLOYER EVALUATION OF STUDENT PERFORMANCE

Student Name _____ Fr the Period _____ 20 _____
 Employer _____ Job Title _____
 Name of Supervisor _____
 Instructions: _____

This report is to be completed by the student's immediate supervisor, discussed with the student, signed by both the supervisor and the student and returned to the apprenticeship coordinator by mail or during a visit. In the space at the left, check the phrase that describes this student learner most accurately. Total the value for all the responses and record in the Total Scores section.

Productivity

- 0 _____ Fails to do an adequate job
- 1 _____ Does just enough to get by
- 2 _____ Maintains constant level of performance
- 3 _____ Very industrious; does more than is required
- 4 _____ Supervisor work production record

Ability to Follow Instructions

- 0 _____ Seems unable to follow instructions
- 1 _____ Needs repeated detailed instructions
- 2 _____ Follows most instructions with little difficulty
- 3 _____ Follows instructions with no difficulty
- 4 _____ Uses initiative in interpreting and following instructions

Initiative

- 0 _____ Always attempts to avoid work
- 1 _____ Sometimes attempts to avoid work
- 2 _____ Does assigned job willingly
- 3 _____ Does more than assigned job willingly
- 4 _____ Shows originality/resourcefulness in going beyond assigned job

Quality of Work

- 0 _____ Does almost not acceptable work
- 1 _____ Does less than required amount of satisfactory work
- 2 _____ Does normal amount of acceptable work
- 3 _____ Does more than required amount of neat, accurate work
- 4 _____ Shows special aptitude for doing neat, accurate work beyond required amount

Dependability

- 0 _____ Unreliable, even under careful supervision
- 1 _____ Sometimes fails in obligations, even under supervision
- 2 _____ Meets obligations under supervision
- 3 _____ Meets obligations under very little supervision
- 4 _____ Meets all obligations without supervision

Cooperation

- 0 _____ Uncooperative, antagonistic
- 1 _____ Cooperates reluctantly
- 2 _____ Cooperates willingly when asked
- 3 _____ Cooperates eagerly and cheerfully
- 4 _____ Always cooperates eagerly and cheerfully

Ability to Get Along with People

- 0 _____ Frequently rude and unfriendly - uncooperative
- 1 _____ Has some difficulty working with others
- 2 _____ Usually gets along well with people
- 3 _____ Is poised, courteous, and tactful with people
- 4 _____ Exceptionally well accepted by peers, customers and supervisors

Attendance

- 0 _____ Often absent without good excuse and/or frequently late
- 1 _____ Lax attendance and/or frequently late
- 2 _____ Usually present and on time
- 3 _____ Very prompt and regular in attendance
- 4 _____ Always prompt and regular; volunteers for overtime when asked

Appearance

- 0 _____ Untidy or inappropriately groomed
- 1 _____ Sometimes neglectful of appearance
- 2 _____ Satisfactory appearance
- 3 _____ Careful about personal appearance
- 4 _____ Exceptionally neat and appropriately groomed

TOTAL SCORE

- Over Estimate of Student's Work (Employer's Grade)
- Poor (Below 20)
 - Below Average (20-25)
 - Average (26-30)
 - Above Average (31-35)
 - Outstanding (36-40)

Progress toward completion of Work Site Competencies outlined in the Student's Training Plan and Progress Report: _____ Satisfactory
 _____ Unsatisfactory

Comments _____

Supervisor Signature _____ Date _____ Student Signature _____ Date _____

Coordinator Signature _____ Date _____ Coordinator's Grade _____

**YOUTH APPRENTICESHIP
LIST OF STUDENTS IN THE PROGRAM**

PROGRAM AREA/SCHOOL

Student's Name	Social Security Number	Date of Birth	Student Job Title	Work Based Site	Site Supervisor	Phone Number	Dates of Employment
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

