

Liberty Charter High School Apprenticeship Evaluation

Student Name: _____

Date: _____

Your Name: _____

Your Role: ___ On-site Supervisor ___ Apprenticeship Advisor

Company Name: _____

The purpose of the apprenticeship evaluation is to communicate to the student his/her level of employment readiness after high school. Please evaluate the student on the basis of the following areas (as applicable) based on his/her behavior during the apprenticeship:

N/A – Not applicable. I did not have an opportunity to observe the student in an activity/situation that demonstrated skill.

0 – Not Acceptable

1 – Needs Improvement. Student does not meet behavior/performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and / or supervision.

2 – Meets Expectations. Competent and dependable performance level. Meets the performance standards and objectives of the task without constant follow-up / direction.

3 – Exceeds Expectations. Results clearly exceed established requirements on a regular basis. Performance is of high quality and is achieved on a consistent basis.

4 – Outstanding. Student consistently exceeds expectations with virtually no detected preventable/controllable errors, requiring little or no supervision.

Category/Skill	0 Point Example	N/A	0 Not Acceptable	1 Needs Improvement	2 Meets Expectations	3 Exceeds Expectations	4 Outstanding	4 Pt Example
QUALITY OF WORK								
Thoroughness	Work/tasks were consistently submitted incomplete or lacking thoroughness/depth.							Thoroughness of submitted work/tasks consistently went far beyond expectations.
Neatness	Submitted/carried out work was consistently messy and/or disorganized.							Organization, neatness, & professional appearance of submitted/completed work consistently exceeded expectations.
Work completed according to guidelines	Submitted work/tasks consistently failed to reflect established guidelines.							Submitted work/tasks consistently addressed & exceeded all established guidelines.
Attention to Detail	When accomplishing a task, failed to cover any aspects of the work involved.							When accomplishing task, consistently exceeded expectations in covering all aspects of work involved.

WORK RELATIONSHIPS								
Communication	Consistently lacked skills in appropriately addressing co-workers, supervisors, or clients.							Ability to appropriately address co-workers, supervisors or clients consistently exceeded expectations.
Cooperation	Consistently unable to complete work/tasks in cooperation with co-workers, clients, and supervisors.							Consistently exceeded expectations in ability to complete work/tasks in cooperation with co-workers, clients, and supervisors.
Respect for Authority	Consistently failed to show respect for and address supervisors appropriately.							Consistently exceeded expectations in ability to show respect for & address supervisors appropriately.
Response to Change	Consistently failed in responding positively to changing direction, and/or additional assignments.							When asked to change direction of work, switch to another assignment, add a new assignment, etc., a positive response was provided in all circumstances.
WORK ETHIC								
Attendance	Consistently failed to be punctual to work and/or complete the hours scheduled.							Consistently exceeded expectations in punctuality, completing scheduled hours, & staying until work was completed, if necessary.
Observance of Company Rules & Policies	Consistently failed to observe company rules & policies, and demonstrated an overall lack of regard for such policies.							Consistently exceeded in demonstrating an understanding of and respect for adapting to and working in accordance with company rules & policies.
Desire to Excel	Demonstrated no desire to go above and beyond work assignments and little desire to carry out basics of the work.							Consistently went above and beyond in completing all work assignments, and looked for additional ways to learn, be productive, and useful to the organization.
Initiative	Consistently failed to seek out appropriate work or tasks in order to be a productive presence.							Consistently exceeded expectations in seeking out additional work or tasks in order to be a productive presence at all times.

Creativity	Consistently unable to creatively address within the organization's parameters work or tasks when assigned.							Exceeded expectations in creatively addressing work or tasks when assigned and demonstrated knowledge to do so within the organization's parameters.
KNOWLEDGE ACQUISITION								
Ability to follow instructions	Submitted work, or carrying out of tasks showed inability to accurately follow instructions.							The ability to accurately follow instructions was evident in every work or task completed.
Ability to learn	Consistently unable to put training/education into practice quickly.							Exceeded expectations to learn quickly and put what was learned into practice Immediately in almost all circumstances.

Overall, if you were looking for individual to hire, what insight would you offer to this student based on his or her work with you?