

Apprentice Performance Review

Apprentice Name: _____

Job Function: _____

Date of Review: _____

Reviewer Name: _____

SECTION I:

Quality of Work

Work is performed accurately and neatly. Work is consistent, thorough and complete.	Comments
<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unacceptable <input type="checkbox"/> Not Applicable	

Quantity of Work

Amount of work performed on a daily basis is appropriate for job function.	Comments
<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unacceptable <input type="checkbox"/> Not Applicable	

Job Knowledge

Understands the job requirements and has specific content knowledge where appropriate.	Comments
<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unacceptable <input type="checkbox"/> Not Applicable	

SECTION II:

(At the beginning of the review period, define the job specific performance criteria. Upon completion of the review period, evaluate the performance and determine the appropriate rating. Add comments as appropriate.)

Performance –EXCEPTIONAL	Performance – SATISFACTORY	Performance – NEEDS IMPROVEMENT
Work and attitude far exceed standards	Work and attitude meet a high set of standards	Work and attitude are below standards.

Essential Job Duties: *Below, state the job duties of the individuals, with specific examples (1, 2 and 3) supporting the ranking for each.*

Job Duty 1: _____

- 1. _____
- 2. _____
- 3. _____

Exceptional Satisfactory Needs Improvement

Job Duty 2: _____

- 1. _____
- 2. _____
- 3. _____

Exceptional Satisfactory Needs Improvement

Job Duty 3: _____

- 1. _____
- 2. _____
- 3. _____

Exceptional Satisfactory Needs Improvement

Job Duty 4: _____

- 1. _____
- 2. _____
- 3. _____

Exceptional Satisfactory Needs Improvement

Job Duty 5: _____

1. _____

2. _____

3. _____

Exceptional Satisfactory Needs Improvement

Job Duty 6: _____

1. _____

2. _____

3. _____

Exceptional Satisfactory Needs Improvement

Job Duty 7: _____

1. _____

2. _____

3. _____

Exceptional Satisfactory Needs Improvement

Job Duty 8: _____

1. _____

2. _____

3. _____

Exceptional Satisfactory Needs Improvement

Job Duty 9: _____

1. _____

2. _____

3. _____

Exceptional Satisfactory Needs Improvement

SECTION III:

COMMUNICATION SKILLS

E – Exceptional

S – Satisfactory

NI – Needs Improvement

Communication Skill	E	S	NI
Clearly articulates information to others			
Is comfortable speaking to the public			
Effectively communicates ideas to co-workers			
Communicates good ideas and insights frequently			
Appears highly credible when speaking			
Written output is clean and simple			
Probes for key information when talking to others			
Answers questions well, even under pressure			
Speaks clearly and articulately			
Does not use unnecessary industry jargon			
Is an effective listener			
Is careful to deliver messages with accuracy			
Communicates opening and forcefully			
Contributes to meetings and group discussions			
Does not use slang or inappropriate language			

Signature of Reviewer

Date

Signature of Apprentice

Date