

Youth Apprenticeship Worksite Evaluation

Student Sam Sample
 Mentor Joe Employer
 Business Widget City
 Date 10/01/2017

	Quarter 1 2 3 4
Grading Scale	Worksite Performance: <u>42</u> / 46
A 90 – 100	Employability Skills: <u>48</u> / 54
B 80 – 89	Total Points: <u>90</u> / 100
C 70 – 79	Worksite Grade: A B C D
D 60 – 69	

WORKSITE PERFORMANCE 42 /46

Based on the opportunities you have offered the Youth Apprentice and his/her performance compared to other employees with comparable training, decide the level of proficiency at this time.

A	44 45 46	42 43	Excellent understanding and performance
B	40 41		Moving towards next level
	37 38 39		Above average understanding and performance
C	35 36		Moving towards next level
	32 33 34		Average understanding and performance
D	29 30 31		Has difficulty understanding and performing at the expected level

EMPLOYABILITY SKILLS 48 /54

Rate the following employability skills on a scale of 3 - 6, based on how often skill criteria is met.

Attendance (no penalty for school functions)

Minimal excused absences. Proper notification given for absences.

6	5	4	3
Always	Frequently	Sometimes	Rarely

Comments:

Sam always gives us at least 2 weeks notice for school events, and is always on-time for work!

Reliability

Tasks are done early or on-time and student can be counted on to fulfill any commitments made.

6	5	4	3
Always	Frequently	Sometimes	Rarely

Comments:

Usually meets deadlines, though has been late a few times this quarter. Don't be afraid to ask for more time if you need it!

Initiative

Asks to do/learn additional tasks. Takes ownership and has accountability for responsibilities.

6	5	4	3
Always	Frequently	Sometimes	Rarely

Comments:

Sam is very eager when asked to complete new tasks, but we would like to see him taking more initiative to see what the next step is. Ask more questions!

Accuracy

Produces quality work with minimal errors. Checks if unclear.

6	5	4	3
Always	Frequently	Sometimes	Rarely

Comments:

Sam usually checks if he is unsure about something, but he needs to make sure he ALWAYS double-checks his work. Quality is more important than quantity!

Flexibility

Understands and follows multiple directions. Is open to new ideas and processes.

6	5	4	3
Always	Frequently	Sometimes	Rarely

Comments:

This is much improved since last quarter - great work! Continue to be open to new ways to complete tasks.

Teamwork

Works and interacts well with co-workers. Contributes valuable ideas, opinions, and feedback

6	5	4	3
Always	Frequently	Sometimes	Rarely

Comments:

Communication

Communicates effectively. Listens to and respects others.

6	5	4	3
Always	Frequently	Sometimes	Rarely

Comments:

Communication has very much improved, though Sam is still a bit quiet at times. You have great ideas - keep sharing them!

Workplace Standards

Appropriately dressed. Demonstrates personal integrity and serves as a positive example of the company.

6	5	4	3
Always	Frequently	Sometimes	Rarely

Comments:

Weekly Reports

Presented weekly for signature. If mentor is not available, knows the appropriate alternate employee for signature.

6	5	4	3
Always	Frequently	Sometimes	Rarely

Comments: