

## Youth Apprenticeship Worksite Evaluation

Student \_\_\_\_\_  
 Mentor \_\_\_\_\_  
 Business \_\_\_\_\_  
 Date \_\_\_\_\_

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

### WORKSITE PERFORMANCE \_\_\_\_\_/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 \_\_\_\_\_/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 Always	5 Frequently	4 Sometimes	3 Rarely
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Comments:

#### Reliability

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

6 Always	5 Frequently	4 Sometimes	3 Rarely
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Comments:

#### Initiative

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

6 Always	5 Frequently	4 Sometimes	3 Rarely
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Comments:

#### Accuracy

Produces quality work with minimal errors. Checks if unclear.

6 Always	5 Frequently	4 Sometimes	3 Rarely
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Comments:

#### Flexibility

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

6 Always	5 Frequently	4 Sometimes	3 Rarely
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Comments:

#### Teamwork

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

6 Always	5 Frequently	4 Sometimes	3 Rarely
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Comments:

#### Communication

Communicates effectively. Listens to and respects others.

6 Always	5 Frequently	4 Sometimes	3 Rarely
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Comments:

#### Workplace Standards

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

6 Always	5 Frequently	4 Sometimes	3 Rarely
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Comments:

#### Weekly Reports

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

6 Always	5 Frequently	4 Sometimes	3 Rarely
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Comments: