

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL / APPRENTICE EVALUATION**

EMPLOYER \_\_\_\_\_

TRAINEE \_\_\_\_\_

SHOP \_\_\_\_\_

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Dates							
Shift							
Hours							

Weekly Job Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your evaluation of the Cooperative Education student should be based on a scale of 1 to 4 for each of the categories listed below (1=lowest; 4=highest rating.) The statements after the numbers are only "suggested" interpretations. Please check the number that best evaluates the trainee for the week.

**ACCURACY OF WORK**

- \_\_\_\_\_ 1. Is careless
- \_\_\_\_\_ 2. Is usually accurate
- \_\_\_\_\_ 3. Is careful
- \_\_\_\_\_ 4. Consistently accurate

**CARE OF WORKING AREA**

- \_\_\_\_\_ 1. Careless
- \_\_\_\_\_ 2. Keeps area clean
- \_\_\_\_\_ 3. Keeps area clean & orderly
- \_\_\_\_\_ 4. Exceptionally clean & orderly

**USE OF MATERIALS & equipment**

- \_\_\_\_\_ 1. Careless
- \_\_\_\_\_ 2. Adequate
- \_\_\_\_\_ 3. Careful
- \_\_\_\_\_ 4. Very careful

**SPEED IN PERFORMING DUTIES**

- \_\_\_\_\_ 1. Slow for entry level
- \_\_\_\_\_ 2. Adequate for entry level
- \_\_\_\_\_ 3. Meets industry standards
- \_\_\_\_\_ 4. Surpasses industry standards

**USE OF WORKING TIME**

- \_\_\_\_\_ 1. Wastes time
- \_\_\_\_\_ 2. Fair use of time
- \_\_\_\_\_ 3. Keeps busy
- \_\_\_\_\_ 4. Busy and effective

**JOB LEARNING & APPLICATION**

- \_\_\_\_\_ 1. Learn with difficulty
- \_\_\_\_\_ 2. Adequate
- \_\_\_\_\_ 3. Learns with ease
- \_\_\_\_\_ 4. Exceptional ability

**RESPONSIBILITY**

- \_\_\_\_\_ 1. Evades responsibility
- \_\_\_\_\_ 2. Accepts responsibility
- \_\_\_\_\_ 3. Seeks responsibility
- \_\_\_\_\_ 4. Seeks and handles well

**INITIATIVE**

- \_\_\_\_\_ 1. Very little
- \_\_\_\_\_ 2. Average
- \_\_\_\_\_ 3. Needs little direction
- \_\_\_\_\_ 4. Self-motivated

**ATTENDANCE**

- \_\_\_\_\_ 1. Absent or often late
- \_\_\_\_\_ 2. Absent or late occasionally
- \_\_\_\_\_ 3. Seldom absent or late
- \_\_\_\_\_ 4. Never absent or late

**ATTITUDE TOWARD CO-WORKERS**

- \_\_\_\_\_ 1. Poor interaction
- \_\_\_\_\_ 2. Gets along satisfactorily
- \_\_\_\_\_ 3. Works well with others
- \_\_\_\_\_ 4. Excellent relationship

**ATTITUDE TOWARD SUPERVISORS**

- \_\_\_\_\_ 1. Poor cooperation
- \_\_\_\_\_ 2. Cooperates when asked
- \_\_\_\_\_ 3. Cooperates willingly
- \_\_\_\_\_ 4. Very respectful, helpful

**PERSONAL APPEARANCE**

- \_\_\_\_\_ 1. Untidy
- \_\_\_\_\_ 2. Tidy
- \_\_\_\_\_ 3. Neat
- \_\_\_\_\_ 4. Professional

ADDITIONAL COMMENTS \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's Position \_\_\_\_\_

Date \_\_\_\_\_