



WI Youth Apprenticeship Program:

Investing in Wisconsin's Future Employee Evaluation Form

Employee Name: _____

Evaluation Date: _____

Employee Youth Apprenticeship Information

YA Start Date:

YA Completion Date:

Hours Worked:

(since YA start date)

**goal of 450 hours worked by YA completion date*

Evaluate the student employee on the following characteristics; circle the skill level that best applies.

	<u>Low</u>					<u>High</u>
Promptness: Arrives on-time and completes jobs in a timely manner	1	2	3	4	5	5
Dependability: Has reliable attendance and completion of tasks	1	2	3	4	5	5
Technical Skills: Demonstrates and applies knowledge on the job	1	2	3	4	5	5
Motivation: Is able to plan and direct one's own work	1	2	3	4	5	5
Initiative: Looks for new opportunities and ways to accomplish tasks	1	2	3	4	5	5
Attitude towards work: Displays enthusiasm and energy at work	1	2	3	4	5	5
Judgment: Makes sound, reliable decisions	1	2	3	4	5	5
Courtesy and Friendliness: Expresses consideration toward others	1	2	3	4	5	5
Communication: Uses suitable language and communication skills	1	2	3	4	5	5
Working Relations: Has a good coworker and supervisor relationship	1	2	3	4	5	5

Additional Comments (optional)

Strengths: Comments/Performance Examples

Ways to Improve: Comments/Performance Examples:

Supervisor's Signature _____

Supervisor's Printed Name _____