



# Apprentice Evaluation Form

1 = Poor      2 = Fair      3 = Good      4 = Very Good      5 = Excellent

- |     |  |   |   |   |   |   |
|-----|--|---|---|---|---|---|
| 1.  | Quality of work performed.<br><b>Comments:</b>                             | 1 | 2 | 3 | 4 | 5 |
| 2.  | Quantity of work performed.<br><b>Comments:</b>                            | 1 | 2 | 3 | 4 | 5 |
| 3.  | Attitude toward work.<br><b>Comments:</b>                                  | 1 | 2 | 3 | 4 | 5 |
| 4.  | Co-operation with co-workers.<br><b>Comments:</b>                          | 1 | 2 | 3 | 4 | 5 |
| 5.  | Willingness to accept responsibility.<br><b>Comments:</b>                  | 1 | 2 | 3 | 4 | 5 |
| 6.  | Compliance with company policies, rules and practices.<br><b>Comments:</b> | 1 | 2 | 3 | 4 | 5 |
| 7.  | Ability to plan and organize work.<br><b>Comments:</b>                     | 1 | 2 | 3 | 4 | 5 |
| 8.  | Dependability.<br><b>Comments:</b>   | 1 | 2 | 3 | 4 | 5 |
| 9.  | Safety.<br><b>Comments:</b>  | 1 | 2 | 3 | 4 | 5 |
| 10. | Schooling.<br><b>Comments:</b>   | 1 | 2 | 3 | 4 | 5 |

**Total:** \_\_\_\_\_



MASSACHUSETTS DIVISION OF  
**APPRENTICE STANDARDS**

# Apprentice Evaluation

Apprentice's Name: \_\_\_\_\_ Trade: \_\_\_\_\_  
Evaluation Date: \_\_\_\_\_  
Step: \_\_\_\_\_

0-10 Poor      11-20 Fair      21-30 Good      31-40 Very Good      41-50 Excellent

**Total:** \_\_\_\_\_

*If evaluation is below a 20, the apprentice may be held back from his step increase.*

**Overall Comments:**

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Apprentice's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A copy of this evaluation shall be kept with the apprentice record and a copy given to the apprentice.

**If the apprentice does not progress to the next step a copy of the unsatisfactory evaluation and a letter requesting an extension of the program shall be forwarded to the Division of Apprentices for approval. There will be no more than two (6 month) extensions over the term of the program.**