

## Employee/Apprentice Performance Review

Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Date of review: \_\_\_\_\_

Check Review:      30 days              3 months              6 months  
                                  12 months              18 months              24 months

Apprenticeship Year (*if applicable*):    Year 1      Year 2      Year 3      Year 4

### **SECTION I**

#### **Quality of Work**

Work performed is accurate and neat. Work is consistent, thorough and complete.	<b>Comments:</b>
Outstanding	
Exceeds Expectations	
Meets Expectations	
Improvement Needed	
Unacceptable	
Not Applicable	

#### **Quantity of Work**

Amount of work performed on a daily basis is appropriate for job function.	<b>Comments:</b>
Outstanding	
Exceeds Expectations	
Meets Expectations	
Improvement Needed	
Unacceptable	
Not Applicable	

#### **Job Knowledge**

Understands the job requirements and has specific content knowledge where appropriate.	<b>Comments:</b>
Outstanding	
Exceeds Expectations	
Meets Expectations	
Improvement Needed	
Unacceptable	
Not Applicable	

