

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.	Comments:
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.	Comments:
Outstanding	
Exceeds Expectations	
Meets Expectations	
Improvement Needed	
Unacceptable	
Not Applicable	

Job Knowledge

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

