

TRAINEE'S PERFORMANCE APPRAISAL FORM

TRAINEE'S NAME	
TRAINEE'S POSITION TITLE	
SUPERVISOR'S NAME	
TRAINING PROVIDER	
PERIOD UNDER REVIEW	

Rating Scale

- 1 – Unsatisfactory or Poor Performance – Performance does not meet the required standard. Major improvements needed.
 2 – Fair Performance – Performance partially meets the required standard. Less than satisfactory, could be doing better.
 3 – Good or Average Performance – Performance has met the required standard. Can perform duties with minimal supervision.
 4 – Very Good or Outstanding Performance - Performance exceeds the required standard.

BEHAVIOURAL COMPETENCY

For each behavioural item listed within the competency bands, please select the evaluation most suited

		TARGET	MONTH 1-6	MONTH 7-12
A: TEAM WORK				
1.	Consistently works with others to accomplish goals and tasks	4		
2.	Treats all team members in a respectful courteous manner	4		
3.	Actively participates in activities and assigned tasks as required	4		
4.	Willingness to work with team members to improve team collaboration on a continuous basis	4		
5.	Considers the feedback and views of team members when completing an assigned task	4		
TOTAL		20		

		TARGET	MONTH 1-6	MONTH 7-12
B: COMMUNICATION				
1.	Actively listens to supervisor and/or co-workers	4		
2.	Comprehends written and oral information	4		
3.	Consistently delivers accurate information both written and orally	4		
4.	Reliably provides feedback as required, both internally and externally	4		
TOTAL		16		

		TARGET	MONTH 1-6	MONTH 7-12
C: ATTENDANCE & PUNCTUALITY				
1.	Is punctual on a regular basis	4		
2.	Maintains a good attendance	4		
3.	Informs supervisor in a timely manner when absenteeism and lateness may occur	4		
TOTAL		12		

	TARGET	MONTH 1-6	MONTH 7-12
D: PRODUCTIVITY/RESILIENCE			
1. Consistently delivers quality results	4		
2. Ability to meet deadlines and manages time well	4		
3. Ability to multi task	4		
4. Ability to work around problems and obstacles in a stressful situation in order to achieve the required task	4		
5. Time management is effective and efficient	4		
6. Efficiently informs supervisor of any challenges or barriers relevant to given task or assignment	4		
TOTAL	24		

	TARGET	MONTH 1-6	MONTH 7-12
E: INITIATIVE/PROACTIVITY			
1. Ability to complete assignments without the need for prompting from the supervisors and/or others	4		
2. Successfully completes tasks independently and consistently	4		
3. Seeks additional support when necessary	4		
4. Recognizes and takes appropriate action to effectively address problems and opportunities	4		
5. Engages in continuous learning	4		
6. Contributes new ideas and always seeking ways to improve the department/organization	4		
TOTAL	24		

	TARGET	MONTH 1-6	MONTH 7-12
F: JUDGEMENT /DECISION MAKING			
1. Analyzes problems effectively	4		
2. Demonstrates the ability to make creative and effective solutions to problems	4		
3. Demonstrates good judgment in handling routine problems	4		
TOTAL	12		

	TARGET	MONTH 1-6	MONTH 7-12
G: DEPENDABILITY/RELIABILITY			
1. Ability to follow through and meet required deadlines	4		
2. Is personally accountable for his/her actions	4		
3. Adapts effectively to changes in the work environment	4		
4. Displays a consistent level of high performance	4		
TOTAL	16		

	TARGET	MONTH 1-6	MONTH 7-12
H: ATTITUDE			
1. Offers assistance willingly	4		
2. Make a positive contribution to morale	4		
3. Shows sensitivity to and consideration for other's feelings	4		
4. Accepts constructive criticism positively	4		
5. Shows pride in work	4		
TOTAL	20		

	TARGET	MONTH 1-6	MONTH 7-12
I: PROFESSIONALISM			
1. Respects those in authority	4		
2. Uses all tools, equipment and machines responsibly	4		
3. Follows all policies and procedures when issues and conflicts may arise	4		
4. Physical and appearance is conducive with the work environment and placement rules	4		
TOTAL	16		

ACCUMULATED TOTAL: 160	MONTH 1-6	MONTH 7-12

COMMENTS AND RECOMMENDATIONS

Comments by Trainee:

(Please confirm that you agree with the Supervisor's Assessment or indicate any areas of disagreement which may remain)

Supervisor's Comments

Trainee's Signature _____ **Date** _____

I have read and discussed this appraisal with my supervisor and I understand its contents. My signature means that I have been advised of my performance status and acknowledge and agree with comments and recommendations.

Supervisor's Signature _____

Company Stamp _____

Date _____