

PERFORMANCE EVALUATION OF APPRENTICE

Year 2016-2017

(To be submitted to Board alongwith the Employment Information Proforma of each apprentice)

PART A: GENERAL INFORMATION

1. Category of Apprentice

(Graduate / Technician / Technician (Vocational)) : _____

2. Apprentice details

(i) Name of the Apprentice : _____

(ii) Registration Number of contract of Apprenticeship : _____

(iii) Period of training : From _____ To _____

3. Establishment details

(i) Name of the Training Establishment : _____

(ii) Establishment User ID : _____

4. Industry Sector

(Central / State Govt / PSU / Private) : _____

5. Role / Profile during training : _____

PART B: ASSESSMENT: [Points to be awarded on 1 to 10 scale]



Sr. No.	Skill Set	Set Standard on scale of 1 to 10	Entry level assessment	At the end of 1 st quarter	At the end of 2 nd quarter	At the end of 3 rd quarter	At the end of 4 th quarter	At the completion of the training period
			Date :	Date :	Date :	Date :	Date :	
1	GENERAL ATTRIBUTES							
	Communication Skill							
	Leadership Skill (Team Work / Cooperation)							
	Multi Tasking Skill (Flexibility)							
	Time Management Skill (Punctuality & timeliness)							
	Discipline & Conduct							
	Attitude							
	Safety Consciousness							
2	TECHNICAL /TRADE SKILL							
	Technical/Job related knowledge(theoretical/ conceptual)							

Job Skills(Technical skills/specialisation)							
a)							
b)							
c)							
Analytical & problem solving skills							
Innovation & Creativity							
3	Performance						
Quality and accuracy of work							
Productivity							

Overall Assessment of Apprentice:

Quarter	Strengths	Shortcomings	Development needs
1 st Quarter			
2 nd Quarter			
3 rd Quarter			
4 th Quarter			
At the completion of the training period			

Name & Designation of the Training Officer (s)	Signature with Date				
	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	At the completion of the training period

Remarks of Apprentice on the Performance Evaluation by Training Officer (s):

Signature of Apprentice: _____

Date :-
Remarks :

Name of the Apprentice: _____

<u>Training Officer (s)</u>	<u>Section Head</u>	<u>H R Head</u>

Signature with Establishment Seal