

Apprentice Release/Termination Feedback Form

The committee is in the process of evaluating your former apprentice's progress in the training program, and we need your feedback regarding your former apprentice at the time of their release/termination from your company.

Please fill out this feedback form and return it by email to kayleen@iecoregon.org or by fax to (503) 598-1192 **within 5 days of this notice.**

Company Representative:

Company Name:

Apprentice Name:

Last Day of Employment:

Release type (please check appropriate box):

- Apprentice gave notice (voluntary) Favorable Layoff (would rehire) Unfavorable layoff (would not rehire)

Please score your former apprentice on each of the criteria below by checking the appropriate box.

3 = Exceeds Job Requirements **2** = Meets Job Requirements **1** = Needs Improvement

PERFORMANCE	3	2	1
Shows expected competency ability for level in apprenticeship program			
Completes assigned tasks on time			
Completes an appropriate amount of work each day (productivity)			
Follows instructions effectively			
Is punctual and reports to work daily as scheduled			

ABILITY TO LEARN	3	2	1
Grasps new ideas/concepts			
Flexible problem solver			
Uses constructive criticism to improve performance			
Applies learning to changing conditions/situations			

ATTITUDE	3	2	1
Is courteous and cooperative			
Works effectively with others (team player)			
Communicates with supervisors and coworkers			
Shows initiative			

SAFETY	3	2	1
Observes all industry and job safety rules			
Puts safety over production			
Keeps work area in a safe condition			
Considerate of the safety of others			

If you would like to provide additional comments, please do so below.