



**REGISTERED APPRENTICESHIP PROGRAM**  
Employer's Evaluation & Record of Hours

STUDENT \_\_\_\_\_ COMPANY \_\_\_\_\_

EVALUATED BY \_\_\_\_\_ DATE \_\_\_\_\_

HOURS TO DATE (as previously reported): \_\_\_\_\_ HRS

**HOURS WORKED** (this reporting period): From \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ HRS

**TOTAL HOURS:**

Intern	15a	25a	25b	25c	35a	35b	35c	35d
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Rate the student by circling the number that best describes this student, to date.  
5 = Outstanding; 4 = Very Good; 3 = Satisfactory; 2 = Fair; 1 = Unsatisfactory; N/A = Not Applicable

**EMPLOYABILITY SKILLS**

**SAFETY**

- |   |   |   |   |   |   |     |
|---|---|---|---|---|---|-----|
| 1. Follows safety and health regulations        | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. Maintains a safe workplace environment       | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Identifies potential health & safety hazards | 5 | 4 | 3 | 2 | 1 | N/A |
| 4. Assures personal safety                      | 5 | 4 | 3 | 2 | 1 | N/A |
| 5. Identifies workplace hazards                 | 5 | 4 | 3 | 2 | 1 | N/A |

**COMMENTS**

**WORK QUALITIES AND HABITS**

- |  |   |   |   |   |   |     |
|--|---|---|---|---|---|-----|
| 1. Shows initiative                          | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. Shows interest in learning new job skills | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Able to solve problems                    | 5 | 4 | 3 | 2 | 1 | N/A |
| 4. Demonstrates planning abilities           | 5 | 4 | 3 | 2 | 1 | N/A |
| 5. Is productive in performing tasks         | 5 | 4 | 3 | 2 | 1 | N/A |

**ATTITUDE & COMMUNICATION SKILLS**

- |                                   |   |   |   |   |   |     |
|-----------------------------------|---|---|---|---|---|-----|
| 1. Contacts supervisor if absent  | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. Demonstrates strong work ethic | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Listens attentively            | 5 | 4 | 3 | 2 | 1 | N/A |
| 4. Follows instructions           | 5 | 4 | 3 | 2 | 1 | N/A |
| 5. Articulates ideas clearly      | 5 | 4 | 3 | 2 | 1 | N/A |

**PERSONAL AND SOCIAL SKILLS**

- |   |   |   |   |   |   |     |
|---|---|---|---|---|---|-----|
| 1. Makes informed decisions                       | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. Works well with colleagues                     | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Accepts advice and criticism well              | 5 | 4 | 3 | 2 | 1 | N/A |
| 4. Reacts appropriately to uncertainty            | 5 | 4 | 3 | 2 | 1 | N/A |
| 5. Suitably attired for the job (incl. equipment) | 5 | 4 | 3 | 2 | 1 | N/A |

**WORKPLACE SKILLS**

**COMMENTS**

**VOCATIONAL KNOWLEDGE, SKILLS & ATTITUDES**

- |   |   |   |   |   |   |     |
|---|---|---|---|---|---|-----|
| 1. Is on time for work  | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. Completes work accurately  | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Selects correct tools, equipment and/or processes appropriate to task                    | 5 | 4 | 3 | 2 | 1 | N/A |
| 4. Shows an appreciation for the opportunity to learn                                       | 5 | 4 | 3 | 2 | 1 | N/A |
| 5. Is able to perform current job specific skills to industry standard (list skills below): |   |   |   |   |   |     |
| a)  | 5 | 4 | 3 | 2 | 1 | N/A |
| b)  | 5 | 4 | 3 | 2 | 1 | N/A |
| c)  | 5 | 4 | 3 | 2 | 1 | N/A |
| d)  | 5 | 4 | 3 | 2 | 1 | N/A |
| e)  | 5 | 4 | 3 | 2 | 1 | N/A |

ADDITIONAL COMMENTS would be welcome and helpful to the student.

**SIGNATURES:**

\_\_\_\_\_  
RAP Student

\_\_\_\_\_  
Supervisor / Evaluator

\_\_\_\_\_  
Your Name, RAP Coordinator

*\*Please ensure the student has had an opportunity to view and sign this document. If possible, provide the student-apprentice with a copy for his/her future reference. Thank you.*

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**ASSESSMENT**

**RAP 15**

**RAP 25**

**RAP 35**

• Employability Skills	/ 100 = _____	40% (X 0.4) = _____	30% (X 0.3) = _____	20% (X 0.2) = _____
+				
• Workplace Skills	/ 45 = _____	60% (X 0.6) = _____	70% (X 0.7) = _____	80% (X 0.8) = _____
		↓	↓	↓
		_____ %	_____ %	_____ %