

**APPRENTICE ELECTRICIAN
Summative Appraisal Form**

Name _____

School Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

Maintenance and Repair

- ____1. Assists with installation and repairs wiring, electrical fixtures, power equipment and components of machinery and equipment following electrical code, manuals, specifications, schematics and blueprints.
- ____2. Assists with installation and repairs control and distribution apparatus, including motors, relays, switches, thermostats, circuit-breaker panels, etc.
- ____3. Assists with installation and connects power supply wiring, cables, conduit and electrical apparatus for machines and equipment in new and existing facilities following diagrams, schematics or blueprints.
- ____4. Assists diagnose and resolves problems in electrical circuits, systems and equipment using testing instruments and equipment.
- ____5. Assists with testing continuity of circuits to ensure compatibility and safety of components using testing instruments.
- ____6. Measures, cuts, bends, threads, assembles and installs electrical conduit using rulers, measuring devices, hand tools, pipe threader and conduit bender.

- ____7. Assists with the repairs or recommends replacement of electrical appliances, including commercial ovens, ranges, steam tables, washers, dryers, etc.
- ____8. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
- ____9. Maintains inventory of district-owned tools, equipment and materials.
- ____10. Assists with the selection of material and hardware and makes time and materials estimates.
- ____11. Receives and completes work orders as required by Maintenance Department Policies and Procedures.
- ____12. Inspects jobs upon completion and ensures areas are clean.
- ____13. Works with building principals and supervisors to complete projects.
- ____14. Detects needed repairs on buildings, grounds and equipment following established inspection procedures.
- ____15. Responds to emergency calls as needed.

COMMENTS: _____

Driving

- ____16. Operates light truck to transport furniture and equipment throughout district.

COMMENTS: _____

Safety

- ____17. Assists with proper and safe use of tools and equipment.
- ____18. Operates tools, equipment and machinery according to prescribed safety procedures.
- ____19. Follows established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- ____20. Ensures that vehicles, equipment and tools are in safe operating condition.
- ____21. Inspects and adjusts tools and equipment for safety and efficiency.
- ____22. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.

COMMENTS: _____
