



Appraisal

- summary of apprentice conversation

Apprentice

Name: _____
 Tlf and mail: _____
 Field: _____
 Start year: _____

Shipping company

Ship owner: _____
 Ship: _____
 e-mail ship: _____
 Training manager: _____

1. Evaluation period: _____

2. The number of days the apprentice has been absent during this period: _____

3. Report from the training manager to the apprentice:

- Knowledge and technical skills according to the goals in the curriculum.
- Turnout and keeping the working hours.
- Tidiness and behaviour.
- Willingness and motivation in relation to working with the given tasks.
- Communication and co-operation with colleagues.
- Initiative and independence in work
- Working with the given tasks* and filling in the training book.
- The apprentice's social adaptation skills.
- **Other comments:**

<i>Must be improved</i>		<i>Good</i>		<i>Very good</i>	
1	2	3	4	5	6

4. Report from the apprentice to the training manager:

- The training environment.
- Communication with the training manager
- The organization of the training.
- **Other comments:**

Date: _____

Signatures: _____
 Apprentice

 Training manager

* There are no tasks for apprentices in the fields Chef and Office.