



# New Hampton Community Schools

Home of the Chickasaws

*Participating Employer must return this form to the Sponsor.*

## Apprenticeship Competencies – Behavioral

In addition to mastering all the essential technical competencies, an apprentice must consistently demonstrate at an acceptable level the following behavioral competencies in order to complete the apprenticeship.

Ratings are:

(4) Exceeds targets; (3) Consistently achieves targets; (2) Meets some targets; (1) Not meeting targets; or (N/A) Not applicable.

Apprentices need to receive at least a "3" ranking in each category, by each of their nine-month reviews during the apprenticeship in order to be considered for any merit increases or to have successfully completed the apprenticeship.

**Apprentice Name:** \_\_\_\_\_ **Ranking:** \_\_\_\_\_

Item #	Behavioral Competencies	4	3	2	1	N/A
1.	Participation in team discussions/meetings					
2.	Focus on team discussions/meetings					
3.	Focus during independent work					
4.	Openness to new ideas and change					
5.	Ability to deal with ambiguity by exploring, asking questions, etc.					
6.	Knows when to ask for help					
7.	Able to demonstrate effective group presentation skills					
8.	Able to demonstrate effective one-on-one communication skills					
9.	Maintains an acceptable attendance record					
10.	Reports to work on time					
11.	Completes assigned tasks on time					
12.	Uses appropriate language					
13.	Demonstrates respect for customers, co-workers and supervisors					
14.	Demonstrates trust, honesty, and integrity					
15.	Requests and performs work assignments without prompting					
16.	Appropriately cares for personal dress, grooming and hygiene					
17.	Maintains a positive attitude					
18.	Cooperates with and assists co-workers					
19.	Follows instructions/directions					
20.	Able to work under supervision					
21.	Able to accept constructive feedback and criticism					
22.	Able to follow safety rules					
23.	Able to take care of equipment and workplace					
24.	Able to keep work area neat and clean					
25.	Able to meet supervisor's work standards					
26.	Adheres to work policies/rules/regulations					