apprentice.io

Questions and General Assessment Guidelines

- What is your general assessment of your apprentice at this point?
- What are their greatest strengths?
- What are their greatest weaknesses?
- In terms of skill and ability, where do you think your apprentice will be at the end of their apprenticeship?
- Given what you know now, and the apprentice's current and expected ability level at the conclusion of their apprenticeship, should thoughtbot consider hiring this apprentice?

This assessment will be used to make the decision about whether the apprentice shall join thoughtbot at the end of their apprenticeship, and to constructively work on any issues with the apprentice.

The assessment you write should not be a surprise to your apprentice. You should be meeting with your apprentice on a weekly basis to communicate these points to them.

Send an Apprentice Assessment in Namely

We use Namely to gather feedback from mentors at the end of their rotation.

To setup the assessment, go to the Namely Review Creation page.

Conduct an Assessment

- Choose A Reviewee: Select the apprentice getting reviewed.
- Template For The Reviewee: Choose "Apprentice Self Review".
- Select Reviewers: Enter the name of the mentor.
- Template For Reviewers: Choose "Apprentice".
- Allow Reviewers To Opt Out Of Review: **Unchecked**
- Select Review Administrators: Enter yourself. Namely only allows one administrator currently.
- Due Date: Set a reasonable due date in the future.

Reminder Options

- Set a reasonable reminder date. Perhaps use the investment day so that the mentor has time to respond.

Permission Options

- Hide Reviewers' Identities From One Another: Unchecked
- Make Totally Anonymous Review: Unchecked

Summarization Options

- Display Reviewee's Current In-Progress Goals: Unchecked
- Summarize Rating Questions Into Final Score: Unchecked

Review Group Options

- Do not select anything.

Email Options

- Email Reviewers And Reviewee On Creation: **Checked**
- Email Review Administrators On Each Submission: Unchecked
- Email Review Administrators On Final Submission: **Checked**
- Email Managers On Creation: Unchecked

Finalization Options

- Require Performance Rating: Unchecked
- Require Electronic Signature: Unchecked
- Finalize With Manager Template: Unchecked
- Finalize With Manager Approval: Unchecked
- Share Finalizing Template With Reviewee: **Checked**

This page is intentionally left blank. Please write down interesting things you've learned, tips, and areas where apprentice.io could improve. We encourage feedback on apprentice.io and thoughtbot.