



Junior Tech Professional Evaluation Template

Junior Tech Professionals Name (JTP)	
Supervisor's Name	
Host Business	
Email Address Host Business	
Date (dd/mm/yy- dd/mm/yy)	

This evaluation form is intended to help the JTPs learn more about their strengths and the areas they might need to focus on in order to be maximally delivered on their digital projects. The supervisors are encouraged to complete the form and review it with their JTP in a scheduled one-to-one meeting. Please rate your JTP in the following areas

Digital Project Deliverables (please)	1	2	3	4	5	Comments

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Critical Thinking and Problem Solving	Strongly agree	Agree	Disagree	Strongly disagree	N/A
Shows a sincere interest in understanding the organization, their role, and their assigned tasks					
Practices sound judgment based on an analysis of available data and information					
Demonstrates creativity in approaching tasks, solving problems, and overcoming obstacles					
Seeks out resources and/or asks for help when unsure about how to proceed on tasks					

Comments:

Communication and Leadership	Strongly agree	Agree	Disagree	Strongly disagree	N/A
Clearly and efficiently conveys ideas orally to persons inside and outside the organization					
Communicates ideas clearly in writing in a manner suited to the intended audience					
Manages their own emotions and works to understand and empathize with others					
Takes initiative and seeks opportunities to contribute					

Comments:

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Teamwork and Collaboration	Strongly agree	Agree	Disagree	Strongly disagree	N/A
Builds constructive working relationships with individuals from a range of backgrounds					
Demonstrates inclusiveness, sensitivity, and respect for individuals' differences					
Contributes effectively to collaborative projects					
Adapts well to emerging requests from managers, coworkers, and customers					

Comments:

Professionalism and Ethics	Strongly agree	Agree	Disagree	Strongly disagree	N/A
Demonstrates respect for organizational staff, policies, and norms					
Maintains a regular schedule, makes up missed hours, and is punctual and present					
Organizes and prioritizes work, manages time, and sees tasks through from start to finish					
Identifies and effectively uses appropriate technologies and programs to complete work					

Comments:

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Host Business Representative	Junior Tech Professional
Name:	Name:
Signature:	Signature:
Date:	Date: