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**Alabama Natural Gas Association  
Gas Worker Trainee  
GENERAL ASSESSMENT  
Rating Form**

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Trainee Name: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

Supervisor Conducting Assessment: \_\_\_\_\_ Location: \_\_\_\_\_

Month in the program (trainee has just completed this number of months): \_\_\_\_\_

**Provide your overall ratings for each section in the table below.**

| Area                                             | Rating |
|--------------------------------------------------|--------|
| Communication                                    |        |
| Logical decisions & sound judgments              |        |
| Interactions with others & courtesy              |        |
| Initiative to learn                              |        |
| Work ethic, dependability, and helping behaviors |        |

I have met with my Supervisor and received feedback on my performance for each of the areas above.

Trainee's Signature \_\_\_\_\_

I have met with the Trainee and discussed my ratings for each of the areas.

Supervisor's Signature \_\_\_\_\_

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Trainee Name: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

Supervisor Conducting Assessment: \_\_\_\_\_ Location: \_\_\_\_\_

Month in the program (trainee has just completed this number of months): \_\_\_\_\_

*Prior to completing the evaluation, the supervisor should consult with the individual(s) with whom the trainee has worked during the previous 30-day period. Request information about behavioral incidents. Use those examples to identify and support the evaluation.*

Please evaluate each area by reviewing the examples provided and then assigning one of the following:

**Exceeds Expectations (3)** - Employee's performance in this area has been outstanding during this 30-day period. He or she has consistently performed above the acceptable standard. The employee exhibited behaviors that consistently exceed those listed under *acceptable*.

**Acceptable (2)** - Employee's performance in this area in this 30- period met, but rarely exceeded, expectations. The employee exhibited the behaviors listed under *acceptable* and no behaviors listed under *unacceptable*. Individual behaviors may not be applicable for all evaluations, particularly those evaluations earlier in the program.

**Unacceptable (1)** - Employee demonstrated performance in this area that was below expectations during this 30-day period. Improvement is necessary to remain in the program. Unacceptable may be an appropriate rating for any evaluation area even if only one unacceptable behavior is present.

If "unacceptable" is selected, the supervisor should document examples of poor performance in that particular area **and** explain to the trainee the behaviors that are unacceptable and behaviors that are expected.

**To complete the ratings:** Use the attached evaluation guidelines. Mark those that apply. Record behavioral comments and examples after each section. Then, complete your rating in the boxes below. Base your evaluation on the guidelines that are marked. Focus on the most recent behaviors. If a trainee was exhibiting unacceptable behaviors during the first days of the training period, but his or her behavior in that area is now acceptable, the trainee should be evaluated as acceptable.

| Area                                             | Rating |
|--------------------------------------------------|--------|
| Communication                                    |        |
| Logical decisions & sound judgments              |        |
| Interactions with others & courtesy              |        |
| Initiative to learn                              |        |
| Work ethic, dependability, and helping behaviors |        |

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**Alabama Natural Gas Association  
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GENERAL ASSESSMENT EVALUATION GUIDELINES**

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**COMMUNICATION**

**Acceptable**

- Speaks clearly.
- Asks for clarification when uncertain.
- Avoids the use of slang or profanity.
- Explains in terms that are easily understood.
- Gives accurate information to others.
- Uses correct terminology.
- Handwriting is legible. Others can read what has been written.

**Unacceptable**

- Speech is difficult to understand. Trainee mumbles.
- Doesn't ask for clarification. Takes action without asking for more information.
- Gives inaccurate information.
- Uses slang or profanity to the point that it is problematic.
- Talks too much - gives too much information about issues that are not work-related.
- Uses incorrect terminology refers to tools, equipment, and/or procedures by incorrect terms.
- Writing is unclear or illegible.

***Comments:***

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**LOGICAL DECISIONS & SOUND JUDGMENTS**

**Acceptable**

- Actions are appropriate and well thought out.
- Accomplishes work following company procedures and instruction from Crew Leader or Supervisor.
- Demonstrates the ability to apply information learned, performing simple procedures after watching the senior worker just a few times. Remembers the information presented.
- Learns from mistakes. Performs activities correctly after Crew Leader or Supervisor provides instruction.
- Avoids distractions (e.g., cell phone) and remains alert while on the job.
- Accepts responsibility for tasks.
- Make appropriate decisions independently.
- Takes charge of situation as appropriate, including giving directions to others (e.g., keeps citizens passing by, home-owners, etc. out of construction area).
- Follows Company policy, written expectations, safety guidelines, and supervisor/trainer direction regarding safety.

**Unacceptable**

- Takes incorrect actions based on a lack of or faulty assumptions about information.
- Takes shortcuts to doing work in a way that jeopardizes the quality of the work or safe work environment.
- Doesn't grasp and/or remember the information presented to him/her after multiple times (i.e., can't remember how to do a simple procedure despite having watched the senior employee do it several times).
- Does not learn from mistakes. Makes the same mistakes over and over again.
- Allows personal distractions (e.g., cell phone, music) and/or does not remain alert (e.g., sleeps) during work.
- Fails to accept responsibility for tasks that he should be or has responsibility for doing.
- Seeks approval or asks for advice before making a decision for decisions that he/she could make him or herself (even when he/she knows what to do or should know what to do).
- Fail to be direct with others appropriately; does not have confidence in own decisions.
- Fails to follow Company policy, written expectations, safety guidelines, or supervisor/trainer direction regarding safety.

***Comments:***

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**INTERACTIONS WITH OTHERS & COURTESY**

**Acceptable**

- Appropriately friendly, speaking to everyone.
- Interaction is kind and courteous.
- Treats others (e.g., co-workers, supervisors) with respect.
- Avoids talking negatively about other employees or the company.
- Considers the needs of others before his/her own.
- Accepts his/her role as the *trainee* in a learning capacity.
- Keeps conversations professional. Avoids excessive conversation about non-work issues.
- Avoids using cell phone, television, radio, and other distractions except when on breaks.
- Is good-natured. Works well with others, even difficult people.
- Effectively interacts with people of different backgrounds, cultures, and languages. Treats everyone fairly and with respect.
- Protects Company's image and the Senior Gas Worker or Supervisor's image (e.g., supports Supervisor or Crew Leader's, acts like a member of the team).

**Unacceptable**

- Unfriendly (e.g., not speaking, being rude) toward or avoids contact with others.
- Fails to treat others and/or other's property with respect (e.g., talks down to others, gives abrupt responses, fails to maintain common areas and equipment).
- Talks negatively about other employees or the company.
- Acts in a manner that is self-centered, considering his/her own needs above those of others (e.g., fails to clean up after him/herself, wants to run personal errands on work time).
- Does not accept instruction or criticism from the Crew Leader or Supervisor. Acts like a know-it-all.
- Talks excessively about non-work issues (e.g., football, lunch).
- Fails to put work first (e.g., uses cell phone).
- Has great difficulty working with anyone who is difficult or disagreeable (i.e., cannot overlook an offense).
- Responds in a negative manner to individuals of different backgrounds, cultures, and languages.
- Fails to protect Company's image and the Crew Leader or Supervisor's image (e.g., fails to support Crew Leader's actions, fails to act like a member of the team).

***Comments:***

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**INITIATIVE TO LEARN**

**Acceptable**

- Treats the senior worker or crew leader as a mentor, asking questions, using experience to learn.
- Shows interest by carefully watching and/or listening to the senior employee performing the work.
- Tries to get involved in the work projects (e.g., asks what he/she can do, asks if he/she can do a task after watching the senior employee do it several times).
- Studies training manual and other Company procedures on his/her own.
- Asks the senior employee to demonstrate procedures or watch him/her perform certain procedures to ensure he/she understands the correct method.
- Responds positively to feedback and criticism about work performance.
- Demonstrates an understanding that he/she can learn something from everyone with whom he/she is assigned to work and that there is more than one way to accomplish many work tasks.

**Unacceptable**

- Fails to ask questions.
- Fails to show interest by carefully watching and/or listening to the senior employee performing the work.
- Doesn't ask or attempt to get involved in work projects.
- Fails to study training manual and other Company procedures on his/her own.
- Responds negatively to feedback or criticism about work performance (e.g., has a chip on his/her shoulder).
- Responds as though there is only one way to do something instead of learning from different employees (e.g., in a negative tone... "that's not the way Mike did it").

***Comments:***

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**WORK ETHIC, DEPENDABILITY, & HELPING BEHAVIORS**

**Acceptable**

- Has an attitude of willingness to help others. Is willing to do anything asked.
- Takes the initiative to do work within his/her role without being asked.
- Arrives to work on time.
- Stays at work during entire shift and overtime as necessary.
- Asks the senior employee how he/she can help.
- Is ready to help the senior employee at all times.
- Works in a careful and thoughtful manner.
- Actions and appearance are professional and within Company Guidelines and stated expectations.

**Unacceptable**

- Unwilling to help others. Never goes out of his/her way unless asked.
- Grumbles when asked to do something.
- Takes no initiative to help the senior employee.
- Arrives to work late and/or fails to remain on duty for an entire shift and overtime as necessary.
- Does not ask how he/she could help the senior employee.
- Works in a careless and thoughtless manner. Carelessness or hurried activity leads to work errors, injuries, or damage to Company property.
- Actions or appearance are unprofessional and do not reflect positively on Company. Appearance is messy or dirty.

***Comments:***