



### EIGHTH QUARTER APPRENTICE EVALUATION

Apprentice's Name: \_\_\_\_\_ AFD: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Funeral Home: \_\_\_\_\_

1. Indicate the level of knowledge and proficiency you observe in your apprentice on a scale of 1-10: (1-Unsatisfactory, 10-Excellent). Please comment on each area.

| <i>AREA OF KNOWLEDGE AND PROFICIENCY</i>                     | <i>Rating (1-10)</i> |
|--|----------------------|
| A) West Virginia Law   |                      |
| B) Federal Law   |                      |
| C) Vital Statistic Regulations                               |                      |
| D) Merchandise/Merchandising                                 |                      |
| E) Funeral Arranging   |                      |
| F) Counseling  |                      |
| G) Funeral Directing   |                      |
| H) Knowledge at Religious and Fraternal Rites and Procedures |                      |
| I) General Business Procedures                               |                      |

2. Please estimate the amount of the Apprentice's time during an average work week spent in each of the following areas:

|   |   |
|---|---|
| A) First Calls/Removals   | % |
| B) Driving of Vehicles  | % |
| C) Assisting in Funeral Arrangements                                  | % |
| D) Funeral Services (Visitations, Services, etc.)                     | % |
| E) Administrative Duties (Filing Death Certificates, paperwork, etc.) | % |
| F) Maintenance (Explain)  | % |

|                                  |          |
|----------------------------------|----------|
| <b>G) Other Duties (Explain)</b> | <b>%</b> |
|----------------------------------|----------|

*Total 100%*

3. After three months of supervision, indicate the level of knowledge and proficiency you observe in your Apprentice on a scale of 1-10: (1-Unsatisfactory, 10-Excellent). In addition, please comment on each area.

| <i>AREA OF KNOWLEDGE AND PROFICIENCY</i> | <i>Rating (1-10)</i> |
|--|----------------------|
| <b>A) Responsibility</b>                 |                      |
| <b>B) Reliability</b>                    |                      |
| <b>C) Interpersonal Relationships</b>    |                      |
| <b>D) Initiative</b>                     |                      |
| <b>E) Attitude</b>                       |                      |
| <b>F) Overall Quality of Work</b>        |                      |

4. Is this Apprentice willing to accept instruction and directions? Please Comment.

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I certify that this is an accurate report on the progress of the above-named Apprentice and has been prepared without consultation with the Apprentice.

\_\_\_\_\_  
Signature of Preceptor

\_\_\_\_\_  
Date