



Trainee First Impression Form

This form is to be filled out by department and project managers for each potential new hire under their direction. It is to be completed by the **end of the day of the trainee's first shift** and the results will be shared with the hiring manager in effort to make an informed hiring decision / notate possible areas for improvement.

Trainee's Name: _____ Date: _____

General Points Portion

	Score (1-10)
The trainee demonstrated an adequate level of understanding of the task(s) they were assigned.	
The trainee performed the given task(s) at an acceptable rate for their level of experience.	
The task(s) final result produced by the trainee was at or above an acceptable level for their level of experience.	
The trainee demonstrated an interest in the company and its mission.	
The trainee demonstrated an adequate level of professionalism.	
The trainee demonstrated a level of ingenuity and resourcefulness.	
The trainee acted in a safe manner.	
The trainee demonstrated motivation.	
The trainee demonstrated a good attitude.	
The trainee demonstrated a value of time.	
The trainee demonstrated a level of understanding in computer use.	
Total	

Bonus Points Portion

10pts Each	
The trainee proposed an improvement to an existing process.	
The trainee demonstrated an advanced level of understanding in computer technology.	
The trainee demonstrated a business owner/entrepreneur mindset.	
The trainee demonstrated fitting in impeccably well with company culture.	
Total	

Total Points	
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Notes:

Please sign below. This form will be added to the trainee's company file.

Manager's Name: _____ Department/Project: _____

Redmine Ticket? #: _____