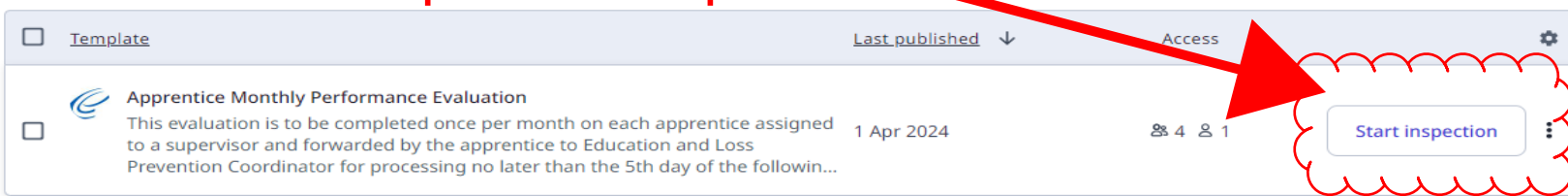


Step 1: Open Safety Culture

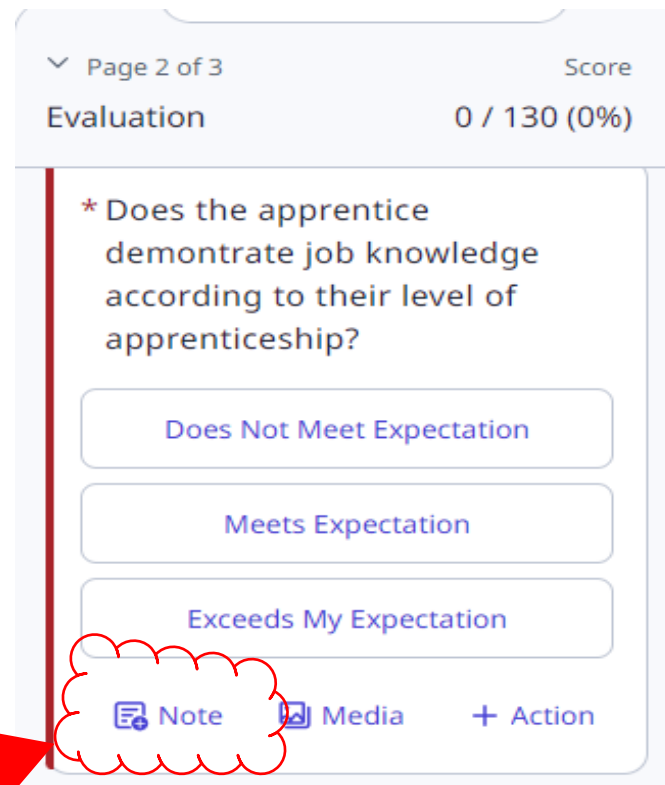
Step 2: Tap on inspections > Templates.

Step 3: Search for "Apprentice Monthly Performance Evaluation" Tap Start Inspection.



Step 4: Fill out the First page before giving to your Supervisor.

Step 5: Have your Supervisor fill out Page 2. Note: Be sure to ask your supervisor for recommendations on what they would like you to improve on. There is an option to include notes on each question.



Step 6: Have your Supervisor Sign their name in the correct box.

Step 7: AFTER you and your Supervisor have reviewed this evaluation TOGETHER, Sign your name in the Apprentice Box.

Page 3 of 3

Signature

\* Supervisor's Signature

Full name

Note Media + Action

\* Apprentice Signature

Full name

Note Media + Action

Step 8: Complete your Evaluation. Export and Email this to Jenn Smith. At [Jennsmith@elightelectric.com](mailto:Jennsmith@elightelectric.com)

Email this report to Jenn Smith ([Jennsmith@elightelectric.com](mailto:Jennsmith@elightelectric.com))