

Journeyman's Evaluation of Apprentice

ON-THE JOB PERFORMANCE EVALUATIONS

Important: This form is to be completed by the journeyman or foreman for whom the apprentice is working and **returned to the South Texas Electrical JATC Office within ten (10) days.** This evaluation will be used by the Joint Apprenticeship Training Committee to measure on-the-job training progress. Please be as objective as possible.

Apprentice Name: _____

Date Range: _____ - _____

Trade/Pay Period: _____

Employer: _____

RATING FACTORS	POOR 3 - 4	MARGINAL 5 - 6	AVERAGE 7 - 8	ABOVE AVERAGE 9	OUTSTANDING 10	TOTAL
ATTENDANCE	Seldom reliable, many absences, often late 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Occasionally late, attendance not very good 5 <input type="checkbox"/> 6 <input type="checkbox"/>	Attendance record good, late once a month 7 <input type="checkbox"/> 8 <input type="checkbox"/>	Rarely late, may be late once every 5 months 9 <input type="checkbox"/>	Never late or absent 10 <input type="checkbox"/>	
DEPENDABILITY	Loafs on job, slow to get started, Unreliable 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Needs constant supervision, works at a moderate pace 5 <input type="checkbox"/> 6 <input type="checkbox"/>	Steady worker-reliable, good quality, good pace 7 <input type="checkbox"/> 8 <input type="checkbox"/>	Can be depended on, always willing to help 9 <input type="checkbox"/>	Completely trustworthy and always available 10 <input type="checkbox"/>	
ATTITUDE	Gripes about work, disturbs others, moody 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Wastes time, indifferent to work 5 <input type="checkbox"/> 6 <input type="checkbox"/>	Applies self well, usually interested in the job 7 <input type="checkbox"/> 8 <input type="checkbox"/>	Accepts all work, works hard to improve 9 <input type="checkbox"/>	High interest in job, good hard worker 10 <input type="checkbox"/>	
INITIATIVE	No ambition-does very little by themselves 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Needs help, usually waits for directions 5 <input type="checkbox"/> 6 <input type="checkbox"/>	Does tasks without prompting, OK worker 7 <input type="checkbox"/> 8 <input type="checkbox"/>	Self starter, works out most problems 9 <input type="checkbox"/>	Excellent worker, looks for work 10 <input type="checkbox"/>	
INTEREST	Could care less-no interest, dislikes job 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Just a job, little desire, no attempt to learn. 5 <input type="checkbox"/> 6 <input type="checkbox"/>	Learns normally, shows normal interest 7 <input type="checkbox"/> 8 <input type="checkbox"/>	Does a good job, desire to get ahead 9 <input type="checkbox"/>	Interest improves all the time, learns all he/she can 10 <input type="checkbox"/>	
COOPERATION & CONDUCT	Uncooperative, behavior unacceptable 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Can't get along with some people, unconcerned 5 <input type="checkbox"/> 6 <input type="checkbox"/>	Cooperative, liked by most others on job 7 <input type="checkbox"/> 8 <input type="checkbox"/>	Good disposition, others like to work with 9 <input type="checkbox"/>	Goes out of way to help others, very well liked 10 <input type="checkbox"/>	
SAFETY HABITS WORK PRACTICES	Careless-hazard to others, seldom uses correct tools 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Takes chances, often fails to use common sense 5 <input type="checkbox"/> 6 <input type="checkbox"/>	Observes rules, usually safe needs reminding 7 <input type="checkbox"/> 8 <input type="checkbox"/>	Observes all rules, uses correct tools 9 <input type="checkbox"/>	Always places safety 1st takes no chances 10 <input type="checkbox"/>	
ADAPTABILITY ABILITY TO LEARN	Needs repeated instructions on each job, slow learner 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Learns slowly, Frequent misunderstanding of job 5 <input type="checkbox"/> 6 <input type="checkbox"/>	Progresses at normal rate usually has good judgement 7 <input type="checkbox"/> 8 <input type="checkbox"/>	Learns quickly, applies past experience well 9 <input type="checkbox"/>	Good memory, grasps new ideas immediately 10 <input type="checkbox"/>	
QUALITY & ACCURACY	Spoils work, must be continually checked 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Not careful enough, jobs have to be reworked often 5 <input type="checkbox"/> 6 <input type="checkbox"/>	Mostly good work, passes standard for good quality 7 <input type="checkbox"/> 8 <input type="checkbox"/>	Uses good judgement, low errors, careful, good work 9 <input type="checkbox"/>	Takes pride in work, very accurate, does superb job 10 <input type="checkbox"/>	
PRODUCTIVITY	Plans work poorly, slow, produces very little 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Does less than expected, likes to just "get by" 5 <input type="checkbox"/> 6 <input type="checkbox"/>	Does fair share in normal time, good quality 7 <input type="checkbox"/> 8 <input type="checkbox"/>	Makes use of all time, plans well, good quality 9 <input type="checkbox"/>	Highly productive, fast, accurate, superb worker 10 <input type="checkbox"/>	

Total Points _____

JOURNEYMAN COMMENTS: _____

FOREMAN COMMENTS: _____

EMPLOYER COMMENTS: _____

DATE MAILED _____

JOURNEYMAN/FOREMAN _____

DATE RETURNED _____

(PRINT NAME)

(SIGNATURE)

ATTENDANCE:

Days absent during this period: 0 1 2 3 4 5 6 7 8 9 MORE

Days late during this period: 0 1 2 3 4 5 6 7 8 9 MORE

EVALUATOR COMMENTS: _____

Personal Remarks Will Be Of Great Help To The Committee In Evaluating The Progress Of The Apprentice

I have worked with this apprentice for _____ Day(s) Week(s) Month(s).

Print Name of Evaluator

Signature of Evaluator

Company Name

Date

Form Completed By: Journeyman _____ Contact # _____
 Foreman _____ Contact # _____

Have you talked to the apprentice about his/her strengths and weaknesses? **Yes** **No**

When you have completed the evaluation, be sure to let the apprentice know of his/her progress.

The JATC, as well as our Industry, needs your cooperation to improve the training our apprentices are receiving.

The enclosed report on each apprentice in your employment must be signed by the Journeyman working with the apprentice as well as the Employer and/or Foreman.

It is the policy of the JATC that any Employer who fails to complete this form will have the apprentices removed from the shop. Its purpose is to provide the JATC with more information on how well each apprentice is functioning in the field.

Should you have any questions about this form, please call the JATC.

Apprentice Signature

Date

APPRENTICE COMMENTS: _____

