

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 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.

Date Range:
 Apprentice Name:
 Trade/Pay Period:

Types:
 Employer:
 Apprentice Signature: _____

RATING FACTORS	POOR 0 1	MARGINAL 2 3	AVERAGE 4 5 6 7	ABOVE AVERAGE 8 9	OUTSTANDING 10
ATTENDANCE	Seldom reliable, many absences, often late	Occasionally late, attendance not very good	Attendance record good, late once a month	Rarely late, may be late once every 5 months	Never late or absent
DEPENDABILITY	Loafs on job, slow to get started, Unreliable	Needs constant supervision, works at a moderate pace	Steady worker-reliable, good quality, good pace	Can be depended on, always willing to help	Completely trustworthy and always available
ATTITUDE	Gripes about work, disturbs others, moody	Wastes time, indifferent to work	Applies self well, usually interested in the job	Accepts all work, works hard to improve	High interest in job, good hard worker
INITIATIVE	No ambition—does very little by him/herself	Needs help, usually waits for directions	Does tasks without prompting, OK worker	Self starter, works out most problems	Excellent worker, looks for work, invites responsibility
INTEREST	Could care less—no interest, dislikes job	Apprenticeship just a job, little desire, no attempt to learn.	Learns normally, shows normal interest	Does a good job, desire to get ahead	Interest improves all the time, learns all he/she can
COOPERATION & CONDUCT	Uncooperative, causes friction, behavior unacceptable	Cannot get along with some people, Unconcerned	Cooperative, liked by most others on the job	Good disposition, others like to work with him/her very cooperative	Goes out of way to help others, well liked, people want to work with
SAFETY HABITS WORK PRACTICES	Careless—hazard to him/herself & others, seldom uses correct tools	Takes unnecessary chances, often fails to use common sense, careless	Observes safety rules, usually does job in a safe manner, needs reminding	Observes all safety rules wears safety apparel, uses correct tools	Always places safety 1st takes no chances, thinks of other's safety
ADAPTABILITY ABILITY TO LEARN	Gets confused, needs repeated instructions on each job, slow learner	Learns slowly, Frequent misunderstanding of job	Progressing at a normal rate, usually has good judgement & reasoning	Learns quickly, uses good judgement applies past experience well	Good memory, very alert, grasps new ideas immediately
QUALITY & ACCURACY	Spoils work, work must be continually checked, does not think things out	Not careful enough, tries to get by, jobs have to be reworked often	Produces good work most of the time, work passes standard for good quality	Uses good judgement, very few errors, careful & precise, good work	Takes pride in work, very accurate, does an excellent job
QUANTITY OF WORK	Plans work poorly, slow, produces very little	Does less than expected, tries to just "get by"	Does work in a reasonable length of time & fair share	Makes use of any time, plans work well	Highly productive, fast and accurate, hard worker

ATTENDANCE: Days absent from work during this period: 1 2 3 4 5 6 7 8 9 More Unknown
 Days late for work during this period: 1 2 3 4 5 6 7 8 9 More Unknown

Personal remarks will be of great help to the committee in evaluating the progress of this apprentice

I have worked with this apprentice for _____ weeks / months. (please circle)

JOURNEYMAN/FOREMAN COMMENTS: _____

DATE MAILED 06/01/15

DATE RETURNED _____ JOURNEYMAN/FOREMAN _____ (PRINT NAME) _____ (SIGNATURE)

Important: It is the responsibility of the employer to ensure the completion of the apprentice evaluation in cooperation with the JATC.

Have you talked to the apprentice about his/her strengths and weaknesses? YES _____ NO _____

The JATC, as well as our industry, needs your cooperation to improve the training our apprentices are receiving. Evaluations on each apprentice in your employment MUST be signed by the Journeyman and/or Foreman working with the apprentice.

The JATC needs more information on how well each apprentice is functioning in the field.