

Apprentice Performance Evaluation

This form should always be sent out when an apprentice is laid off or fired.

Apprentice Name: _____ Contractor: _____ Date: _____

Evaluation Period: From ____/____/____ To ____/____/____ Year of Apprenticeship: ____ Current Total OJT hours: _____

INSTRUCTIONS: Please evaluate the above named apprentice as fairly and honestly as you can. Rate all ten (10) factors listed below. Consider each factor independently. Rate each factor on a scale from 1 to 5 by writing the number in the "RATING" column. The JATC appreciates your conscientious effort and input.

RATING	POOR = 1	MARGINAL = 2	ACCEPTABLE = 3	VERY GOOD = 4	EXCELLENT = 5
ABILITY TO LEARN					
	Does not easily understand; needs repeated instructions on the same tasks	Slow to grasp concepts; sometimes does not remember important facts and procedures	Usually understands instructions; usually has good judgment and reasoning	Learns quickly; applies past experiences well; good listener	Grasps new ideas quickly; can readily apply knowledge to new situations; flexible problem solver
ATTITUDE					
	Continually gripes about work assignments; disturbs others; uncooperative, temperamental	Complains that many things are unfair; a whiner	Takes setbacks in stride; most times pleasant and cooperative	Accepts all work assignments; rarely complains; communicates well with superiors and coworkers	Possesses a positive perspective; always upbeat and ready to work; a pleasure to work with
CONDUCT					
	Rude; ill-mannered; uses obscene language; poor control of emotions	Irritates others; occasionally rude; foul language	Observes common courtesy but doesn't always recognize opportunities to be polite or helpful	Mostly polite and helpful; recognizes importance of good human relationships; rarely loses temper	Always polite; careful not to offend anyone; maintains proper composure; makes special efforts to be helpful
PUNCTUALITY					
	Late 2 or more times a month	Late once a month	Late 2-3 times in 6 months	Late 1 or 2 times a year	Always on time
ATTENDANCE					
	Absent 2 or more times a month	Absent once a month	Absent 2-3 times in 6 months	Absent 1 or 2 times a year	No absences
Does the Apprentice call in when he/she will be late or off work? Yes <input type="checkbox"/> No <input type="checkbox"/>					
MOTIVATION / INITIATIVE					
	Never anticipates the requirements of any job or procedure; always waits to be told what to do; lacks initiative; needs prodding	Does what is told; sometimes anticipates parts of the job; does no more than what is required; seems uninterested	Asks questions; has adequate degree of knowledge; does routine tasks without prompting; ready with tools	Good knowledge of most procedures; anticipates next steps; goes beyond expectations and prepares ahead	Curiously goes beyond immediate job procedure; always eager to learn more; works hard to become a good electrician.
QUALITY AND ACCURACY OF WORK					
	Makes frequent mistakes; wastes materials; lacks mechanical ability; needs constant supervision	Attempts just to get by; careless; some jobs need to be reworked	Work is usually acceptable; needs some supervision	Does good work; careful; makes very few mistakes; uses good judgment	Work is very accurate; work meets or exceeds standards; takes pride in his/her work
QUANTITY OF WORK					
	Doesn't plan work; slow; produces very little; wastes time; continually visiting with others which slows down the project	Does less than expected; does just enough to get by, and after finishing a task may not always look for other tasks that need to be done	Does fair share; stays busy	Plans work well; works efficiently; gets expected work done on time	Highly productive and accurate; when finished with assigned tasks, finds other tasks which advance the job
SAFETY PRACTICES					
	A hazard to self and others; puts others at risk because of risky and unsafe practices. Note: If this section is selected the apprentice must be removed from jobsite immediately and the contractor and JATC must be notified immediately.	Careless; takes shortcuts which can create safety hazards. Note: If this section is checked the Contractor and the JATC must be notified immediately.	Generally follows safety procedures; asks if not certain about safe practices	Observes safety rules; uses correct tools and wears proper safety apparel	Always places safety first; helps others to be safe; does not take chances which might endanger self or others
APPEARANCE / HYGIENE					
	Generally not presentable; clothes dirty and not appropriate for the job; looks shabby; body odor	Poorly groomed; hair not combed; clothing unkempt; barely job appropriate	Clothes proper for work; grooming acceptable	Arrives at work looking fresh with clean clothes; is attentive to safety requirements	Clothes ideal for work; appearance and hygiene excellent

Evaluator: _____
 Is this apprentice making satisfactory progress? Yes No If No, Why? _____

Comments: _____

I have worked with this apprentice for ____ Days ____ Weeks ____ Months

Evaluator's Signature: _____ Print Evaluator's Name: _____

Evaluator's Position: _____ Evaluator's Phone # _____

Apprentice Section:

I have been shown this evaluation and have gone over it with the evaluator on _____

Apprentice Signature: _____ Date _____ Print Name: _____

Apprentice Comments: _____