



# APPRENTICE Performance Evaluation



APPRENTICE NAME: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

EVALUATION MONTH: \_\_\_\_\_

YEAR: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

**INSTRUCTIONS:** Please evaluate the above-named apprentice as fairly and honestly as you can. Rate all twelve (12) factors listed below. Consider each factor independently. Please darken the circle for all statements that apply in each factor. Rate each factor on an over-all scale from 1 to 5 by writing the number in the "RATING" column. The JATC appreciates your conscientious effort and input in helping assess his/her progress in the apprenticeship program.

Rating	Poor =1	Marginal = 2	Acceptable = 3	Very Good = 4	Excellent = 5
<b>Knowledge, Aptitude &amp; Willingness To Learn</b>					
	<input type="radio"/> Does not follow given instruction. <input type="radio"/> Requires repeated instruction on same tasks. <input type="radio"/> Seems disinterested. <input type="radio"/> Lacks basic knowledge of most required tasks.	<input type="radio"/> Slow to grasp concepts. <input type="radio"/> Occasionally forgetful of important facts or details. <input type="radio"/> Doesn't really work to improve. <input type="radio"/> Has some knowledge of required tasks.	<input type="radio"/> Usually understands instruction. <input type="radio"/> Possesses good reasoning skills. <input type="radio"/> Works to improve. <input type="radio"/> Has expected knowledge of required tasks.	<input type="radio"/> Quick learner. <input type="radio"/> Able to apply past experience. <input type="radio"/> Listens and retains instruction well. <input type="radio"/> Writes things down. <input type="radio"/> Has good knowledge of required tasks.	<input type="radio"/> Able to grasp large concepts. <input type="radio"/> Only needs to be told something once. <input type="radio"/> Has exceptional knowledge of most required tasks, works like a Journeyman.
<b>Attitude</b>					
	<input type="radio"/> Constant complainer. <input type="radio"/> Easily frustrated. <input type="radio"/> Uncooperative. <input type="radio"/> Temperamental.	<input type="radio"/> Whines about tasks. <input type="radio"/> Thinks some tasks are beneath them. <input type="radio"/> Allows setbacks to derail them.	<input type="radio"/> Takes direction well. <input type="radio"/> Most times pleasant and cooperative. <input type="radio"/> Takes setbacks in stride.	<input type="radio"/> Accepts all work assignments without question. <input type="radio"/> Makes effort to work with superiors and peers.	<input type="radio"/> Excellent attitude. <input type="radio"/> Always eager and positive. <input type="radio"/> Always looks for solutions. <input type="radio"/> Team player.
<b>Personal Conduct</b>					
	<input type="radio"/> Rude, ill-mannered. <input type="radio"/> Uses profanity, obscene and inappropriate. <input type="radio"/> Shows anger and poor self-control. <input type="radio"/> Consistently unprofessional.	<input type="radio"/> Occasionally unprofessional. <input type="radio"/> Occasionally inappropriate. <input type="radio"/> Irritating to others. <input type="radio"/> Adversity derails them.	<input type="radio"/> Exhibits common courtesy. <input type="radio"/> Is not always aware of proper conduct in all situations. <input type="radio"/> Works to self-correct when needed.	<input type="radio"/> Mostly polite, courteous, and professional. <input type="radio"/> Rarely needs to be corrected. <input type="radio"/> Aware of proper conduct in most situations.	<input type="radio"/> Always professional. <input type="radio"/> Carries themselves very well in all situations. <input type="radio"/> Maintains composure in the face of adversity.
<b>Motivation &amp; Initiative</b>					
	<input type="radio"/> Lacks initiative. <input type="radio"/> Never anticipates the requirements of any job or task. <input type="radio"/> Always waits to be told what to do. <input type="radio"/> Does the minimum. <input type="radio"/> Often unprepared.	<input type="radio"/> Does what is told when instructed. <input type="radio"/> Seldom does more than required. <input type="radio"/> Sometimes anticipates next step but not always. <input type="radio"/> Sometimes unprepared.	<input type="radio"/> Asks questions. <input type="radio"/> Meets expectations and does what is required. <input type="radio"/> Performs routine tasks without prompting. <input type="radio"/> Generally prepared.	<input type="radio"/> Often anticipates next move. <input type="radio"/> Seldom needs to be told the next step. <input type="radio"/> Asks good questions, curious to learn. <input type="radio"/> Often prepared for most tasks.	<input type="radio"/> Very curious, always wants to know how and why. <input type="radio"/> Always eager to learn. <input type="radio"/> Always prepared and ready to work. <input type="radio"/> Works hard to learn the trade and is always improving.
<b>Quality &amp; Accuracy of Work</b>					
	<input type="radio"/> Makes frequent mistakes. <input type="radio"/> Repeats same mistakes. <input type="radio"/> Careless. <input type="radio"/> Needs constant supervision.	<input type="radio"/> Sometimes makes careless mistakes. <input type="radio"/> Some jobs require reworking. <input type="radio"/> Requires supervision.	<input type="radio"/> Work is generally acceptable. <input type="radio"/> Generally, completes tasks as instructed. <input type="radio"/> Requires some supervision.	<input type="radio"/> Works carefully. <input type="radio"/> Performs tasks well as instructed. <input type="radio"/> Seldom makes careless mistakes. <input type="radio"/> Generally, can work with little supervision.	<input type="radio"/> Work always meets or exceeds standards and expectations. <input type="radio"/> Takes pride in their work. <input type="radio"/> Works proficiently with very little supervision.
<b>Planning &amp; Quantity of Work</b>					
	<input type="radio"/> Plans work poorly, if at all. <input type="radio"/> Production is poor. <input type="radio"/> Wastes time. <input type="radio"/> Often visits with others, gets 'lost'. <input type="radio"/> Won't seek new task upon completion.	<input type="radio"/> Produces less than expected. <input type="radio"/> Does the minimum required of them. <input type="radio"/> Won't always seek new task upon completion. <input type="radio"/> Seldom plans work beforehand.	<input type="radio"/> Production meets expectations. <input type="radio"/> Generally, stays busy. <input type="radio"/> Seeks new task upon completion. <input type="radio"/> Attempts to plan work ahead.	<input type="radio"/> Plans work well. <input type="radio"/> Works efficiently. <input type="radio"/> Stays busy. <input type="radio"/> Able to meet required deadlines for task completion. <input type="radio"/> Seeks new task upon completion.	<input type="radio"/> Plans work very well. <input type="radio"/> Highly efficient and productive. <input type="radio"/> Immediately seeks new task upon completion. <input type="radio"/> Always finds something to do.

Rating	Poor =1	Marginal = 2	Acceptable = 3	Very Good = 4	Excellent = 5
<b>Safety Posture</b>					
	<input type="radio"/> A hazard to self and others. <input type="radio"/> Takes risks and works unsafe. <input type="radio"/> Often disregards safety protocols.	<input type="radio"/> Sometimes careless. <input type="radio"/> Takes shortcuts. <input type="radio"/> Doesn't take safety seriously as they should.	<input type="radio"/> Generally, follows safety protocols. <input type="radio"/> Respects safety rules and requirements.	<input type="radio"/> Observes safety rules. <input type="radio"/> Takes safety seriously. <input type="radio"/> Utilizes PPE when required. <input type="radio"/> Generally, safety conscious.	<input type="radio"/> Always puts safety first. <input type="radio"/> Encourages others to be safe. <input type="radio"/> Thinks before acting. <input type="radio"/> Avoids unnecessary risks whenever possible. <input type="radio"/> Considers safety while planning tasks.
<b>Personal Appearance</b>					
	<input type="radio"/> Generally, not presentable. <input type="radio"/> Clothing unkempt. <input type="radio"/> Clothing unprofessional or inappropriate. <input type="radio"/> Ungroomed.	<input type="radio"/> Barely presentable. <input type="radio"/> Clothing questionable. <input type="radio"/> Grooming questionable.	<input type="radio"/> Clothing work appropriate. <input type="radio"/> Groomed.	<input type="radio"/> Appears fresh, clean, and work ready. <input type="radio"/> Clothing is work appropriate. <input type="radio"/> Properly groomed.	<input type="radio"/> Professional appearance. <input type="radio"/> Always dressed appropriately and prepared for work in any situation.
<b>Attendance</b>					
	<input type="radio"/> Absent 4 or more days this month.	<input type="radio"/> Absent 3 days this month.	<input type="radio"/> Absent 2 days this month.	<input type="radio"/> Absent 1 day this month.	<input type="radio"/> Present every day this month.
<b>Punctuality</b>					
	<input type="radio"/> Late 4 or more days this month.	<input type="radio"/> Late 3 days this month.	<input type="radio"/> Late 2 days this month.	<input type="radio"/> Late 1 day this month.	<input type="radio"/> On-time every day this month.
<b>Reliability</b>					
	<input type="radio"/> Left early 4 or more days this month.	<input type="radio"/> Left early 3 days this month.	<input type="radio"/> Left early 2 days this month.	<input type="radio"/> Left early one day this month.	<input type="radio"/> Present all day every day this month.
<b>Potential</b>					
	<input type="radio"/> Currently shows no potential to be a competent Journeyman.	<input type="radio"/> Currently shows minimal potential to be a competent Journeyman.	<input type="radio"/> Currently shows some potential to be a competent Journeyman.	<input type="radio"/> Currently shows potential to be a competent Journeyman.	<input type="radio"/> Currently shows excellent potential to be an outstanding Journeyman.
<input type="radio"/> Does the APPRENTICE call in when he/she will be late or off work? Yes <input type="radio"/> No <input type="radio"/>					

**Evaluator:** Is this Apprentice making satisfactory progress? Yes \_\_\_ No \_\_\_ If No, \_\_\_\_\_

To the evaluator: Please take a moment to list the tasks the apprentice has had the opportunity to work on this month.

TASKS: \_\_\_\_\_

Please, also take a moment to consider this apprentice's performance in this month and please write a brief comment on how you feel they are performing. Please provide positive reinforcement if you feel they are meeting or exceeding expectations or constructive suggestions in areas you have identified where they may be able to improve.

COMMENTS: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Evaluator's Cell Phone # \_\_\_\_\_

Print Evaluator's Name: \_\_\_\_\_

Evaluator's Position: \_\_\_\_\_

IBEW Card Number: \_\_\_\_\_