



**CONFIDENTIAL RATING REPORT
FOR EVALUATION OF APPRENTICE WORK TRAINING PROGRAM**

Name of Apprentice:

Evaluation Month:

Class/Year:

Employer: _____

The Joint Apprenticeship Training Committee must have accurate information on each apprentice as to his/her character, job aptitude, attitude, and ability.

Please have the “on-the-job” supervisor complete front and back this form in its entirety. Your help in this matter will be greatly appreciated.

1. ATTENDANCE
____ (a) Absent more than 2 times a month
____ (b) Absent less than 2 times a month
____ (c) Never absent
- PUNCTUALITY
____ (a) Late more than 2 times a month
____ (d) Late less than 2 times a month
____ (c) Never late
2. ATTITUDE TOWARD CO-WORKERS AND EMPLOYER
____ (a) Disrespectful and does not cooperate
____ (b) Occasionally indifferent, not anxious to improve
____ (c) Usually pleasant, cheerful, cooperative
____ (d) Has unusual interest in job, respectful, helpful
3. JOB KNOWLEDGE (consider length of time in program)
____ (a) Knows very little
____ (b) Could know more- requires assistance
____ (c) Has average knowledge of job
____ (d) Has above average knowledge of job
4. USE OF WORKING TIME
____ (a) Wasteful
____ (b) Loafs
____ (c) Average
____ (d) Busy
5. HANDLING OF TOOLS, EQUIPMENT AND MATERIAL
____ (a) Rough and careless
____ (b) Indifferent
____ (c) Careful and orderly
6. OBSERVANCE OF SAFETY RULES/ FOLLOWS DIRECTIONS
____ (a) Careless and disrespectful of rules
____ (b) Sometimes takes chances, disregards safety of others
____ (c) Works safely and carefully

7. PERSONAL APPEARANCE

- _____ (a) Poor
- _____ (b) Fair
- _____ (c) Neat and clean

8. In your opinion, does the apprentice have the potential ability and general characteristics to become a good Technician? Yes _____ No _____

9. If you had to lay off, would the apprentice be: (check one)
 One of the first to go _____ Average _____ One of the last to go _____

Apprentice OJT Report

1 = Poor 5 = Excellent

<u>Job Task Performance</u>	<u>Hours</u>	<u>Evaluation</u>				
1. Material Handling		1	2	3	4	5
2. Copper Cable Preparation		1	2	3	4	5
3. Copper Cable Pulling		1	2	3	4	5
4. Copper Cable Dressing		1	2	3	4	5
5. CAT 5e/6A Station Outlet Termination		1	2	3	4	5
6. CAT 5e/6A Station Outlet Termination		1	2	3	4	5
7. CAT 5e/6A MC/TC Cable Termination		1	2	3	4	5
8. CAT 5e/6A MC/TC Cable Termination		1	2	3	4	5
9. Testing/Troubleshooting Copper		1	2	3	4	5
10. Fiber Optic Cable Pulling		1	2	3	4	5
11. Fiber Optic Cable Dressing		1	2	3	4	5
12. Fiber Optic Terminations		1	2	3	4	5
13. Fusion Splicing		1	2	3	4	5
14. Testing/Troubleshooting Fiber Optics		1	2	3	4	5
15. Overall Job Performance		1	2	3	4	5

Comments:

Name of Evaluator: _____

Signature of Evaluator: _____

Card# of Evaluator: _____

Date : _____