

# Apprentice Performance Evaluation

This form should be turned in to the Service Manager on the first working day following the 1<sup>st</sup> of the month and returned to Committee Headquarters prior to the 10<sup>th</sup> of the month.

Apprentice Name: \_\_\_\_\_ Jobsite: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluation Month: \_\_\_\_\_ Year of Apprenticeship: \_\_\_\_\_ Current 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 separately. Rate each factor on a scale from 1 to 5 by writing the number in the "RATING" column. The JATC appreciates your conscientious effort.

RATING	POOR = 1	MARGINAL = 2	ACCEPTABLE = 3	VERY GOOD = 4	EXCELLENT = 5
<b>ABILITY TO LEARN</b>					
	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
<b>ATTITUDE</b>					
	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
<b>CONDUCT</b>					
	Rude; ill mannered; poor control of emotions	Irritates others; occasionally rude;	Observes common courtesy; does not provoke others	Polite and helpful; recognizes importance of good human relationships; able to control temper even when provoked	Always polite; careful not to offend anyone; always maintains proper composure; makes special efforts to be helpful
<b>PUNCTUALITY</b>					
	Consistently returns late from breaks; does not show up prepared for the job	Occasionally returns late from breaks; turns in paperwork late	Returns from breaks on time; typically is prepared with proper tools and equipment at start of work	Thinks ahead; is punctual and prompt	Always on time and always prepared
<b>ATTENDANCE</b>					
	Absent 2 or more times a month	Absent once in 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 _____ NO _____					
<b>MOTIVATION / INITIATIVE</b>					
	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	Curiosity goes beyond immediate job procedure; always eager to learn more; works hard to become a good mechanic
<b>QUALITY AND ACCURACY OF WORK</b>					
	Makes frequent mistakes; wastes materials; lacks mechanical ability; needs constant supervision	Aims just to get by; careless; some jobs need to be reworked	Work usually passes; 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
<b>QUANTITY OF WORK</b>					
	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	Does fair share; busy, but after finishing a task may not always look for other tasks that need to be done	Plans work well; works efficiently; gets expected work done on time	Highly productive; fast and accurate; when finished with assigned tasks, finds other tasks which advance the job
<b>SAFETY PRACTICES</b>					
	A hazard to self and others; puts others at risk because of risky and unsafe practices. <b>Note: If this section is checked the apprentice must be removed from jobsite immediately and the contractor and JATC must be notified immediately.</b>	Careless; takes shortcuts which can create safety hazards. <b>Note: If this section is checked the Contractor and the JATC must be notified immediately.</b>	Follows safety procedures; asks if not certain about safe practices	Observes safety rules; uses correct tools and wears proper safety apparel; helps others to be safe	Always places safety first; helps others to be safe; remains alert of surroundings and prevents incidents.
<b>APPEARANCE / HYGIENE</b>					
	Generally not presentable; clothes dirty and not appropriate for the job; looks shabby; smells bad	Poorly groomed; hair not combed; clothing barely job appropriate and unkempt	Clothes proper for work; grooming acceptable	Arrives at work with clothes clean; showered and clean; clothes are proper, protective and safe	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 Journeyman: \_\_\_\_\_

Service Manager's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**Apprentice Section:**  
I have been shown this evaluation and have gone over it with the evaluator.

Apprentice Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Apprentice Comments: \_\_\_\_\_

Place Additional Comments on Back of Form

## Apprentice Performance Evaluation – 2

Please Print Clearly

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

COMPANY: \_\_\_\_\_

MONTH OF EVALUATION: \_\_\_\_\_ YEAR OF APPRENTICE: \_\_\_\_\_

	DATE	TOTAL HOURS		DATE	TOTAL HOURS
1			15		
2			16		
3			17		
4			18		
5			19		
6			20		
7			21		
8			22		
9			23		
10			24		
11			25		
12			26		
13			27		
14			28		
<b>Total Hours</b>					

SPECIFIC TASKS:	TOTAL HOURS
Orientation / Regulatory Training/ Safety Training	
General Mechanical / Fasteners / Manuals & Blueprint reading	
Attraction and Vehicle Braking Systems	
Attraction and Vehicle Suspension and Chassis Systems	
Attraction and Vehicle Power Transmission / Gearboxes / Conveyors	
Attraction and Vehicle Electrical Systems	
Attraction and Vehicle HVAC Systems	
Combustion Engines and Cooling Systems	
Attraction and Vehicle Pneumatic and Hydraulic Systems	
Preventative Maintenance Inspections	
<b>Total Hours</b>	

Apprentice Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Signature / Title: \_\_\_\_\_

Apprentice Signature: \_\_\_\_\_