

ST. PAUL ELECTRICAL JATC
1330 Conway St Ste 150.
St Paul, MN 55106
jatcstaff@jatc110.org

For Office Use Only
Score: _____ / 130
Rating: _____
Class: _____

Apprentice Name	Period	Date	Employer	Journeyman

ATTENDANCE faithful in coming to work daily and conforming to work hours

0	1	2	3	4	5	6	7	8	9	10
Often absent without good excuse and/or frequently reports for work late		Lax in attendance and/or reporting for work on time		Usually present and on time; may be late on occasion				Rarely late or absent; regular in attendance		Always regular and prompt; volunteers for overtime when needed

DEPENDABILITY the ability to do required jobs well with a minimum of supervision

0	1	2	3	4	5	6	7	8	9	10
Loafs on the job; slow to get started; requires close supervision		Sometimes requires prompting		Usually takes care of necessary tasks and completes with reasonable promptness				Requires little supervision; is reliable; always willing to help		Completely trustworthy and reliable; requires minimal supervision

ATTITUDE the polite attention an individual gives other people

0	1	2	3	4	5	6	7	8	9	10
Blunt; discourteous; gripes about work assignments; disturbs others		Sometimes tackless; wastes time; gets moody; indifferent to work		Agreeable and pleasant; usually applies self well; usually interested in job				Polite and willing to help; accepts all work assignments; works hard to improve		Always courteous and pleasant; high interest in job; good person to work with

INITIATIVE the ability to grasp instructions, meet changing conditions and solve novel or problem situations

0	1	2	3	4	5	6	7	8	9	10
Slow to "catch on"; no ambition; does very little by self		Requires more than average instructions and explanations; needs prodding		Grasps instructions; does routine tasks without prompting; goes ahead reasonable well				Self starter; works out most problems; usually quick to understand and learn		Looks for work to do; invites responsibility; hard worker; keen and alert

INTEREST the desire to attain goals, to achieve

0	1	2	3	4	5	6	7	8	9	10
Could care less; no interest; dislikes job; indifferent; puts forth practically no effort		Apprenticeship is just a job; little desire; does not attempt to learn much		Learns normally; shows normal interest; usually puts forth effort				Strives hard; does a good job; desires to get ahead; looks for something new to learn		Interest improves all the time; always digging in; high interest; learns all they can

COOPERATION AND CONDUCT the ability to work with others, to withstand pressure and remain calm in crisis situations

0	1	2	3	4	5	6	7	8	9	10
Uncooperative; temperamental; causes friction; is jumpy and nervous		Cannot get along with some people; occasionally "blows up" under pressure; is easily irritated		Usually cooperative; liked by most on the job; average tolerance for crises; usually remains calm				Tolerates most pressure; good disposition; others like to work with; very cooperative		Thrives under pressure; enjoys solving crises; goes out of way to help others; well liked

SAFETY AND SAFE PRACTICES the manner in which the apprentice follows the company's safety policy

0	1	2	3	4	5	6	7	8	9	10
A hazard to self and others; seldom uses correct tool/equip; has to be warned about safe practices; Job Cleanliness		Careless; takes unnecessary chances; often fails to use common sense; Job Cleanliness		Observes most safety rules; usually does the job in a safe manner; Job Cleanliness				Observes all safety rules; wears correct safety apparel; uses correct tools; Job Cleanliness		Always places safety first on job; takes no chances; thinks of others; Job Cleanliness

ADAPTABILITY/CREATIVITY the ability to learn, talent for having new ideas, finding new and better ways of doing things

0	1	2	3	4	5	6	7	8	9	10
Confused; needs repeated instructions on each job; very slow learner; unimaginative		Learns slowly; frequently misunderstands; occasionally comes up with new ideas		Progressing at a normal rate; usually has good judgement and reasoning; average imagination				Learns quickly; uses good judgment; applies past experience; very imaginative		Good memory; very alert; grasps new ideas; extremely imaginative

QUALITY AND ACCURACY OF WORK the correctness of work duties performed

0	1	2	3	4	5	6	7	8	9	10
Makes frequent errors; work must be continually checked; does not think things out		Careless; makes recurrent errors; tries to "get by"; jobs have to be re-worked		Usually accurate; makes only average number of mistakes; produces good work most of the time				Requires little supervision; is exact and precise most of the time; uses good judgment		Takes pride in work; very accurate; does an excellent job

QUANTITY OF WORK the amount of work an individual does in a work day

0	1	2	3	4	5	6	7	8	9	10
Plans work poorly; slow; produces very little		Does less than is expected; tries to just "get by"		Usually does work in reasonable length of time; does fair share; keeps busy				Makes use of any idle time; plans work well		Highly productive; fast and accurate; finds other jobs to do; hard worker

HANDLING OF TOOLS AND EQUIPMENT

0	1	2	3	4	5	6	7	8	9	10
Always careless & rough, Doesn't know how to operate most tools & equip.		Must be reminded to be more careful, Will not ask how to operate tools correctly		Usually careful, Knows how to operate most tools correctly, Usually asks questions				Knows how to use & care for, Knows necessary requirements, Good knowledge		Careful, Responsible & reliable with operation & handling of all tools & equip.

KNOWLEDGE AND USE OF MATERIAL the information concerning work duties which an individual should know for a satisfactory job performance

0	1	2	3	4	5	6	7	8	9	10
Poorly informed about work duties; poor planning; wastes material; doesn't know the simplest material		Lacks knowledge of some phases of work; doesn't plan far enough ahead; little knowledge of material and how it works		Fair knowledge; plans ahead; can answer most common questions; improving; will ask; catches on quickly				Understands all work phases; good general knowledge; does well; plans ahead; saves time and material		Complete mastery of all phases of job; excellent knowledge and use of material; little waste; plans well

OVERALL EVALUATION of apprentice at this level of the program

0	1	2	3	4	5	6	7	8	9	10
Definitely unsatisfactory; doesn't belong in the industry WOULD NOT HIRE		Substandard but making progress; may consider for rehire MIGHT NOT HIRE		Doing an average job WOULD HIRE				Definitely above average HIRE IMMEDIATELY		Outstanding; wouldn't let go MUST KEEP

What type of work has this apprentice been doing?

What are this apprentice's major weaknesses?

What are this apprentice's major strengths?

What type of training does this apprentice need?

What type of recommendation would you give this apprentice to another contractor or journeyman?

Apprentice Wireman's Signature (optional): _____

Journeyman Wireman's Signature: _____

Date: _____ Job site/Location: _____