

**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 <b>WOULD NOT HIRE</b>		Substandard but making progress; may consider for rehire <b>MIGHT NOT HIRE</b>		Doing an average job <b>WOULD HIRE</b>				Definitely above average <b>HIRE IMMEDIATELY</b>		Outstanding; wouldn't let go <b>MUST KEEP</b>

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: \_\_\_\_\_