

Date Sent:

Apprentice Evaluation

How long have you worked with this Apprentice?

Name of Apprentice: _____ MONTHS _____ DAYS _____

Circle the Comment that best describes this Apprentice under each Heading.

1. INITIATIVE

Room for Improvement **2**

Average **4**

Helps keep job moving **6**

5. MECHANICAL APTITUDE

Very Little **2**

Average **4**

Very High **5**

Extremely High **6**

9. SAFETY RULES

Disregards Rules **2**

Average **4**

Very Safety Conscious **6**

2. ATTITUDE

Resentful-Uncooperative **2**

Acceptable **4**

Cooperative-Helpful & Alert **6**

6. RESPONSIBILITY

Unconcerned-Lackadaisical **2**

Acceptable **4**

Very Dependable **6**

10. USE OF WORK TIME

Frequently Loafs **2**

Fair **4**

Always Stays Busy **6**

3. (a&b) ATTENDANCE

(Circle one for Late)

Frequently Late **2**

Seldom Late **4**

Never Late **6**

7. ACCURACY

Makes Many Careless Errors **2**

Average **4**

Does It Right **6**

11. APPEARANCE/HYGIENE

Poor-Needs Attention **2**

Acceptable **4**

Always Neat and Presentable **6**

(Circle one for Off Work)

Frequently Off **2**

Seldom Off **4**

Never Off **6**

8. COMMUNICATIONS SKILLS

(Understands Verbal Instructions)

Does NOT Easily Understand **2**

Average **4**

Almost Always Understands **6**

12. TOOLS

Has Proper, Well Maintained **6**

Lacks Proper Tools **2**

Does NOT Maintain Tools **4**

4. ATTIRE

Wears Proper Work Clothes **6**

Does NOT Dress for the Job **2**

Shortcomings Should be Addressed Immediately!

13. CONSIDERING THEIR TIME IN APPRENTICESHIP, IS THE APPRENTICE'S KNOWLEDGE OF THE TRADE:

Unsatisfactory **0**

Below Average **10**

Average **18**

Above Average **20**

Exceptionally Good **22**

IN YOUR OPINION, SHOULD THE APPRENTICE BE ROTATED TO DIFFERENT TYPES OF WORK?

YES

NO

IF SO, WHAT TYPE OF WORK?

Please be honest with your comments. All evaluations are held in strictest confidence!!
Your time with this matter will help insure the future of our industry.

Journeyman Comments:

Signature:

Print:

Date:

Foreman Comments:

Signature:

Print:

Date:

Employer Comments:

Signature:

Print:

Date:

Please Return to J.A.T.C. 200 S. Fannin Amarillo, Texas 79106