

Apprentice Monthly Work Report

(Due at the JATC office on the 1st of the month - Late after the 5th)

Print Name		Month / Date Reporting	
-------------------	--	-------------------------------	--

Employer

Enter the number of hours worked in each category **ACCURATELY !**

A		Residential Rough	M		Switch Gear-Panels 600 amp and above
B		Residential Trim	N		MC Cable Install
C		EMT Conduit 1/2" - 1"	O		Transformer Installation
D		EMT Conduit 1 1/4" +	P		Lightning Protection
E		Rigid Conduit 1/2" - 1"	Q		HVAC Controls Underground
F		Rigid Conduit 1 1/4" +	R		Installations
G		Commercial-Industrial plans and layout	S		Underground - Slabs
H		Commercial-Industrial trim	T		Motor Controls
I		THHN THWN Installation up to #8awg	U		Fire Alarm / Security Insp-Serv
J		THHN THWN Installation #6 awg and above	V		Fire Alarm / Security Install
K		Commercial-Industrial Lighting	W		Service Work
L		Switch Gear -Panels up to 400 amps	X		Other Not Listed - List on Back

Total # of Hours		Indicate # of Hours Absent and Why	
-------------------------	--	---	--

Apprentice Signature	JW Name
-----------------------------	----------------

Date Signed	JW Signature Name
--------------------	--------------------------

Journeyman Inside Wireman Evaluation of Apprentice

This side to be filled out by JW and review the completed evaluation with the apprentice.

**How long has apprentice worked for you? : Month _____ Year _____

APPRENTICE PRINT YOUR NAME _____ DATE _____

INITIATIVE	MECHANICAL APTITUDE	SAFETY RULES
<input type="radio"/> Shows very little	<input type="radio"/> Very little to none	<input type="radio"/> Always unsafe
<input type="radio"/> Needs improvement	<input type="radio"/> Below Average	<input type="radio"/> Mostly unsafe
<input type="radio"/> Below Average	<input type="radio"/> Average	<input type="radio"/> Aware but disregard most rules
<input type="radio"/> Average	<input type="radio"/> Above average	<input type="radio"/> Aware of most safety rules
<input type="radio"/> Above average	<input type="radio"/> Very High	<input type="radio"/> Aware of all safety rules
ATTITUDE	RESPONSIBILITY	USE OF WORKING TIME
<input type="radio"/> Disrespectful	<input type="radio"/> Unconcerned-Lackadaisical	<input type="radio"/> Always must be told to stay busy
<input type="radio"/> Resentful-Uncooperative	<input type="radio"/> Below average	<input type="radio"/> Wanders
<input type="radio"/> Acceptable	<input type="radio"/> Average	<input type="radio"/> Very easily distracted
<input type="radio"/> Eager to learn	<input type="radio"/> Above average	<input type="radio"/> Stay busy most of the time
<input type="radio"/> Very respectful	<input type="radio"/> Very dependable	<input type="radio"/> Always stays busy
TARDINES	ACCURACY	APPEARANCE/HYGIENE
<input type="radio"/> Always late	<input type="radio"/> Makes any careless errors	<input type="radio"/> Very poor- needs attention
<input type="radio"/> Late once a month	<input type="radio"/> Below average	<input type="radio"/> Very unkempt
<input type="radio"/> Late every few months	<input type="radio"/> Average	<input type="radio"/> Average
<input type="radio"/> Very seldom late	<input type="radio"/> Above average	<input type="radio"/> Above average
<input type="radio"/> Always on time	<input type="radio"/> Does it right the first time	<input type="radio"/> Very clean and presentable
ATTENDANCE	COMMUNICATION SKILLS	TOOLS
<input type="radio"/> Absent frequently	<input type="radio"/> Does not understand easily	<input type="radio"/> Does not have required tools
<input type="radio"/> Absent once a month	<input type="radio"/> Below average	<input type="radio"/> Always borrowing tools
<input type="radio"/> Absent once in 3 month	<input type="radio"/> Average	<input type="radio"/> Missing some tools
<input type="radio"/> Absent only with good reason	<input type="radio"/> Above average	<input type="radio"/> Has tools- need maintenance
<input type="radio"/> Never misses work	<input type="radio"/> Understand always	<input type="radio"/> Has proper, well-maintained tool
ATTIRE		
<input type="radio"/> Unkempt-unpresentable		
<input type="radio"/> Presentable		
<input type="radio"/> Professionally presentable		

Consider their time in the Apprenticeship, The Apprentices knowledge of the trade is:

UNSATISFACTORY BELOW AVERAGE AVERAGE ABOVE AVERAGE EXCEPTIONAL HIGH
SHORTCOMING SHOULD BE IMMEDIATELY ADDRESSED AND DISCUSSED WITH THE APPRENTICE

JOB SITE LOCATION _____

JW COMMENTS _____

I HAVE DISCUSSED THESE COMMENTS AND THIS EVALUATION WITH THE APPRENTICE

 JOURNEYMAN SIGNATURE

 APPRENTICE SIGNATURE

JW PRINTED NAME _____

APPRENTICES MUST ANSWER EACH QUESTION EACH MONTH

What jobsite did you perform work at?

What type of work are you performing?

Journeyman you worked with

JW NAME _____

JW NAME _____

JW NAME _____

JW NAME _____

Are JW's training you the task you are performing? _____

Do you ask questions about your tasks and does your JW answer them?

Do you feel the need to be rotated to a different type of training? _____

Have you had any traffic violation in the past month? _____

Have you been arrested for anything in the last month?

All of the above answers are true to the best of my knowledge; if found untrue, Committee action will be required

Apprentices Signature _____