

LOCAL 26 **ON-THE-JOB PERFORMANCE EVALUATION**



This form is to be reviewed by the Foreman for whom the apprentice is working and returned to the JATC office by the 10th of the month.

Printed Name of Foreman

IMPORTANT: Please review this evaluation with your apprentice. We are obligated to inform them if they are meeting expectations. This evaluation will be used by the JATC to measure on-the-job training progress. Please be as objective as possible. It is the responsibility of the employer to ensure the completion of the APPRENTICE EVALUATION in cooperation with the JATC.

| RATING FACTORS | POOR | | | rade / Step: | | | |
|-------------------------|--------------------------------------------------------|-------------------------------------|---------------|-------------------------------------|-----------------|----------------------------------------------------|-----------------------------------------------------------------------|
| | | MARG | MARGINAL | | RAGE | ABOVE AVERAGE | OUTSTANDING |
| ATTENDANCE | Regularly absent or late | Occasionally abs frequently late | sent but | Occasionally a | absent or late | Rarely absent or late | Never absent or late |
| II | Overall appearance inappropriate for work | Needs frequent dress code or ap | | Needs occasion of work appear | | Regularly comes to work w/appropriate appearance | Dresses and appears in a professional manner |
| | Complains about work frequently; affects other | Occasionally co | | Has a decent a towards work | | Accepts all work with a positive attitude | Their enthusiasm rubs off on coworkers |
| | No ambition; needs constant supervision | Can waste time directions 4 | or wait for | Ready to work next | k; asks what is | Looks to what is next; needs little direction | Self-Starter; looks ahead and needs no direction |
| I | Shows no interest in wo or improving | Seems indiffere this as a job no | | Shows averagimproving and | | Wants to be involved; works to improve | Ambitious; desires to be the best |
| COOPERATION 8. CONDUCT | Uncooperative; Poor behavior | Occasionally ca problem | n be a | Is very little tr follows direction | | Works well with others; good disposition | Goes out of their way to help others; very professional |
| SAFETY HABITS & | A danger to self and other | Takes unsafe shoften messy wo | | Occasionally ne for safety/clear | | Rarely needs safety reminder Keeps clean work area | r Always obeys safety rules/ regs; perfectly clean work area 10 |
| ADAPTABILITY & a | Struggles to retain info; pability to learn new skills | Needs occasional has trouble learn | | Follows direction them; learns at | | Retains information; learns quickly 9 | Only needs to be shown once; outstanding ability to learn |
| QUALITY AND | Continually has to redo w | Does enough to quality needs w | | Produces at the appropriate leads | | Low errors; passes standard for good quality | Journey-level; nearly no errors |
| QUANTITY OF | Does not produce enoug to keep up | h Produces but o falls behind 4 | ccasionally 5 | Produces at aprate for skill le | | Beneficial production for the jobsite | Highly productive; fast and accurate |
| SUPERVISOR COMMENTS: | | | | | | Date | TC OFFICE USE ONLY Mailed: Seturned: |

Signature of Foreman