



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.

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.

Apprentice Name: _____ Type: _____ Month/Year: _____

Employer: _____ Trade / Step: _____

Table with 6 columns: RATING FACTORS, POOR, MARGINAL, AVERAGE, ABOVE AVERAGE, OUTSTANDING. Rows include ATTENDANCE, APPEARANCE, ATTITUDE, INITIATIVE, INTEREST, COOPERATION & CONDUCT, SAFETY HABITS & WORK PRACTICES, ADAPTABILITY & ABILITY TO LEARN, QUALITY AND ACCURACY, QUANTITY OF WORK.

SUPERVISOR COMMENTS:

JATC OFFICE USE ONLY

Date Mailed: _____

Date Returned: _____

Printed Name of Journeyman

Signature of Journeyman

Printed Name of Foreman

Signature of Foreman