

## 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
<b>I</b>	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