

Employer's Quarterly Evaluation of Apprentice
 This evaluation form is to be filled out in ink by the Apprentice's
 Employer Representative, then forwarded to the JATC Office.

Apprentice _____

Fill in the Boxes that Best Describe this Apprentice. FILL IN the BOX COMPLETELY. PLEASE Give Us YOUR Comments

INITIATIVE

- Room for Improvement
- Average
- Helps Keep Job Moving

ATTITUDE

- Resentful - Uncooperative
- Acceptable
- Cooperative - Helpful and Alert

ATTENDANCE

- Frequently Late
- Seldom Late
- Never Late
- Frequently Off Work
- Seldom Off Work
- Never Off Work

ATTIRE

- Wears Proper Work Clothes
- Does NOT Dress for the Job

MECHANICAL APTITUDE

- Very Little
- Average
- Very High
- Extremely High

RESPONSIBILITY

- Unconcerned - Lackadaisical
- Acceptable
- Very Dependable

ACCURACY

- Makes Many Careless Errors
- Average
- Does It Right

COMMUNICATIONS SKILLS

(Understanding Verbal Instructions)

- Does NOT Easily Understand
- Average
- Almost Always Understands

SAFETY RULES

- Disregards Rules
- Average
- Very Safety Conscious

USE OF WORKING TIME

- Frequently Loafs
- Fair
- Always Stays Busy

APPEARANCE/HYGIENE

- Poor - Needs Attention
- Acceptable
- Always Neat and Presentable

TOOLS

- Has Proper, Well-Maintained Tools
- Lacks Proper Tools

Shortcomings Should Be Immediately Addressed
You Are Encouraged to Discuss Your Evaluation with the Apprentice

Considering Their Time in Apprenticeship, the Apprentices's Knowledge of the Trade Is:

- Unsatisfactory Below Average Average Above Average Exceptionally Good

In Your Opinion, Should the Apprentice be Rotated to a Different Type of Work? YES NO

If So, What Type of Work (Training is needed) ? _____

EMPLOYER'S COMMENTS _____

Signature _____

Date _____