

Minneapolis Joint Apprenticeship & Training Committee for the Electrical Industry

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Pre-Apprentice Evaluation Form

Pre-Apprentice: _____

Month Ending (or Layoff Date): _____

Employer: _____

Foreman/Journeyman: _____

Please complete and return to the JATC within 10 days. This information is confidential and shared with the apprentice to help them improve in the program. Please be open and honest. Indicate by marking the appropriate number under each heading.

Productivity

- 1. Gets Little Done
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Very Productive

Accuracy of Work

- 1. Careless with Many Errors
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Very Accurate

Mechanical Aptitude

- 1. Poor Workmanship
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Exceptional Ability

Use of Working Time

- 1. Wastes Time
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Very Efficient

Use of Materials

- 1. Wasteful with Material
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Exceptional Usage

Handling of Tools & Equipment

- 1. Careless and Rough
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Treats Equipment Well

Observance of Safety

- 1. Disregards Rules/Accident Prone
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Very Safe

Understanding Verbal Instruction

- 1. Misunderstands Frequently
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Always Understands Instructions

Attitude Towards Supervisors

- 1. Disrespectful, Uncooperative
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Respectful, Polite, Attentive

Attitude Towards Co-Workers

- 1. Disrespectful to Others
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Gets Along Well with Others

Attendance

- 1. Frequently Absent and Tardy (without Notification)
- 2. Below Average
- 3. Average (Misses Time with Notification)
- 4. Above Average
- 5. Never Misses Anytime

Tardiness

- 1. Habitually Late
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Always on Time (5 minutes Early or More)

Personal Appearance

- 1. Untidy, Sloppy, Dirty
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Neat, Clean, Professional

Overall Ranking of Apprentice (at Current Level of Training)

- 1. Unsatisfactory
- 2. Below Expectations
- 3. Performs as Expected
- 4. Exceeds Expectations
- 5. Exceptionally High

Areas Needing Improvement:

Comments:

Foreman/Journeyman's Signature: _____ **Date:** _____

Reviewed by Contractor: _____