

**Joint Apprenticeship  
and Training Committee  
Local Union 164, IBEW**



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**CONFIDENTIAL RATING REPORT  
FOR EVALUATION OF APPRENTICE WORK TRAINING PROGRAM  
CW/CE TRAINEE**

**Name of Apprentice:** \_\_\_\_\_ **Month:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Class:** CW/CE

**Dear Foreman:**

**The Joint Apprenticeship Training Committee must have accurate information on each apprentice/trainee as to his/her character, job aptitude, attitude, and ability.**

**Please have the "on-the-job" supervisor complete front and back this form in its entirety. Your help in this matter will be greatly appreciated.**

1. **ATTENDANCE**  
\_\_\_\_ (a) Absent more than 2 times a month  
\_\_\_\_ (b) Absent less than 2 times a month  
\_\_\_\_ (c) Never absent
- PUNCTUALITY**  
\_\_\_\_ (a) Late more than 2 times a month  
\_\_\_\_ (d) Late less than 2 times a month  
\_\_\_\_ (c) Never late
2. **ATTITUDE TOWARD CO-WORKERS AND EMPLOYER**  
\_\_\_\_ (a) Disrespectful and does not cooperate  
\_\_\_\_ (b) Occasionally indifferent, not anxious to improve  
\_\_\_\_ (c) Usually pleasant, cheerful, cooperative  
\_\_\_\_ (d) Has unusual interest in job, respectful, helpful
3. **JOB KNOWLEDGE (consider length of time in program)**  
\_\_\_\_ (a) Knows very little  
\_\_\_\_ (b) Could know more- requires assistance  
\_\_\_\_ (c) Has average knowledge of job  
\_\_\_\_ (d) has above average knowledge of job
4. **USE OF WORKING TIME**  
\_\_\_\_ (a) Wasteful  
\_\_\_\_ (b) Loafs  
\_\_\_\_ (c) Average  
\_\_\_\_ (d) Busy
5. **HANDLING OF TOOLS, EQUIPMENT AND MATERIAL**  
\_\_\_\_ (a) Rough and careless  
\_\_\_\_ (b) Indifferent  
\_\_\_\_ (c) Careful and orderly
6. **OBSERVANCE OF SAFETY RULES**  
\_\_\_\_ (a) Careless and disrespectful of rules  
\_\_\_\_ (b) Sometimes takes chances, disregards safety of others  
\_\_\_\_ (c) Works safely and carefully

7. PERSONAL APPEARANCE

- \_\_\_\_\_ (a) Poor  
\_\_\_\_\_ (b) Fair  
\_\_\_\_\_ (c) Neat and clean

8. In your opinion, does the trainee have the potential ability and general characteristics to become a good Journeyman? Yes\_\_\_\_\_ No\_\_\_\_\_

9. If you had to lay off, would the apprentice be: (check one)  
One of the first to go \_\_\_\_\_ Average \_\_\_\_\_ One of the last to go \_\_\_\_\_

**APPRENTICE/CW/CE TRAINEE TRAINING REPORT**

<b><u>Type of work done during month</u></b>	<b><u>Hours</u></b>	<b><u>Job Location</u></b>
Bx or Romex wiring		
EMT concealed		
Wire pulling		
Maintenance & trouble shooting		
Fixture wiring & installation		
Layout from blueprint		
Miscellaneous activities		

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print Evaluator's Name: \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_

Evaluator's Card Number: \_\_\_\_\_

Date of Signature: \_\_\_\_\_