



Residential Apprentice Monthly Work Report

55384

(Due in the JATC Office by the Date Established by the JATC)

For optimum accuracy print in ink. Use capital letters or numbers and avoid contact with the edge of the box. The following will serve as an example.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Apprentice SS Numb. - - Date Report Submitted / /

Surname

Firstname M.I. Last Day of THIS Report Period / /

Period Employer

Enter the Number of Actual Clock Hours (Including Overtime) for Each Category Worker this Month. LEAVE OFF Insignificant ZEROS.

<input type="text"/>	Project Layout and Planning - Reading and interpreting blueprints and specifications. Coordination between crafts, general contractor and home owner. Layout services and branch circuits.	<input type="text"/>	Control System Installation - Blueprint and specification interpretation. Layout and circuit installation. Distributed control.
<input type="text"/>	Underground Installations - Trenching and ditch digging. Direct Burial. Installing PVC/Rigid Conduit. Installing grounding electrode systems.	<input type="text"/>	Security System Installation - Blueprint & specification interpretation. Layout. Box & circuit installation. Terminations & testing.
<input type="text"/>	Thinwall Conduit Raceway Systems - Fastening and supporting devices. Conduit fabrication. Installation of conduit, fittings and boxes.	<input type="text"/>	Installing Communications and Sound Systems - Blueprint & specification interpretation. Layout. Conduit & box installation. Installing panels & network devices. Circuit installation. Terminations & testing.
<input type="text"/>	Rigid Conduit Raceway Systems - Fastening and supporting devices. Conduit fabrication. Installation of conduit, fittings and boxes.	<input type="text"/>	Installing & Terminating Transformers - Mounting & installation. Primary & secondary terminations. Testing & troubleshooting.
<input type="text"/>	Installing Services and Panels - Mounting devices. Breaker installation. Fuse installation. Terminations and Bonding.	<input type="text"/>	Installing Specialized Systems - Basic life safety. Custom and low-voltage control. Entertainment and Environmental.
<input type="text"/>	Installing Splicing & Terminating Wires and Cables - Installing Non-metallic Sheath cable. Establishing temporary power. Feeders and branch circuits. Control wiring. Splices, taps and terminations.	<input type="text"/>	Service & Troubleshooting - Testing, analysis & repair of: motors, transformers, electrical devices, electronic devices, magnetic devices, lighting & power circuits, control circuits & devices.
<input type="text"/>	Lighting System Installation - Installing outlet boxes and conductors. Installing fixtures. Control devices.	<input type="text"/>	Material handling & Pre-Fabrication - Material & equipment awareness. Fabricating for field installation.
<input type="text"/>	Testing and Troubleshooting Services, Motors and Branch Circuits - Checking circuit continuity. Identifying fault current to ground. Certifying system operation. Repair and maintenance. Ground Verification.	<input type="text"/>	Other Specialized Area - (Briefly describe) _____
<input type="text"/>	Fire Alarm Installation - Blueprint & specification interpretation. Layout & circuit installation. Control panel & device installation. Programming & testing.		

Total number of hours worked this month. Of the total number of work hours that were available to you, indicate the number of hours you DID NOT work.

Indicate below the reason(s) and number of hours for absenteeism. Show hours for ALL that apply:

Illness, Medical or Injury Personal Scheduled Vacation

Apprentice Signature _____ Date _____ Residential Wireman Signature _____ Date _____

NOTE: The apprentice must complete the yellow (front) portion of this form and return it to the JATC. After removing the yellow copy, The apprentice must fill in the Social Security Number on the back of the white form. The white (back) portion of the form is given to the Res. Wireman for completion.

This RED Form Must Be Completed by the APPRENTICE

(C)JATC - 5260



Apprentice Performance Evaluation

It is recommended this form be used bi-monthly during the apprentice's probationary period and then quarterly or semi-annually thereafter.
This form should always be sent out when an apprentice is laid off or fired.

Apprentice Name: _____ Contractor: _____ Date: _____

Evaluation Period: From ____/____/____ To ____/____/____ Year of Apprenticeship: _____ Current Total OJT hours: _____

INSTRUCTIONS: Please evaluate the above named apprentice as fairly and honestly as you can. Rate all ten (10) factors listed below. Consider each factor independently. Rate each factor on a scale from 1 to 5 by writing the number in the "RATING" column. The JATC appreciates your conscientious effort and input.

POOR - 1	MARGINAL - 2	ACCEPTABLE - 3	VERY GOOD - 4	EXCELLENT - 5
ABILITY TO LEARN				
Does not easily understand; needs repeated instructions on the same tasks	Slow to grasp concepts; sometimes does not remember important facts and procedures	Usually understands instructions; usually has good judgment and reasoning	Learns quickly; applies past experiences well; good listener	Grasps new ideas quickly; can readily apply knowledge to new situations; flexible problem solver
ATTITUDE				
Continually gripes about work assignments; disturbs others, uncooperative, temperamental	Complains that many things are unfair; a whiner	Takes setbacks in stride; most times pleasant and cooperative	Accepts all work assignments; rarely complains; communicates well with superiors and coworkers	Possesses a positive perspective; always upbeat and ready to work; a pleasure to work with
CONDUCT				
Rude; ill-mannered; uses obscene language; poor control of emotions	Intimates others; occasionally rude; foul language	Observes common courtesy but doesn't always recognize opportunities to be polite or helpful	Mostly polite and helpful; recognizes importance of good human relationships; rarely loses temper	Always polite; cares not to offend anyone; maintains proper composure; makes special efforts to be helpful
PUNCTUALITY				
Late 2 or more times a month	Late once a month	Late 2-3 times in 6 months	Late 1 or 2 times a year	Always on time
ATTENDANCE				
Absent 2 or more times a month	Absent once a month	Absent 2-3 times in 6 months	Absent 1 or 2 times a year	No absences
Does the Apprentice call in when he/she will be late or off work? Yes <input type="checkbox"/> No <input type="checkbox"/>				
MOTIVATION / INITIATIVE				
Never anticipates the requirements of any job or procedure; always waits to be told what to do; lacks initiative; needs prodding	Does what is told; sometimes anticipates parts of the job; does no more than what is required; seems uninterested	Asks questions; has adequate degree of knowledge; does routine tasks without prompting; ready with tools	Good knowledge of most procedures; anticipates need ahead; goes beyond expectations and prepares ahead	Curiosity goes beyond immediate job procedure; always eager to learn more; works hard to become a good electrician.
QUALITY AND ACCURACY OF WORK				
Makes frequent mistakes; wastes materials; lacks mechanical ability; needs constant supervision	Aims just to get by; careless; some jobs need to be reworked	Work is usually acceptable; needs some supervision	Does good work; careful; makes very few mistakes; uses good judgment	Work is very accurate; work meets or exceeds standards; takes pride in his/her work
QUANTITY OF WORK				
Doesn't plan work; slow; produces very little; wastes time; continually visiting with others which slows down the project	Does less than expected; does just enough to get by, and after finishing a task may not always look for other tasks that need to be done	Does fair share; stays busy	Plans work well; works efficiently; gets expected work done on time	Highly productive and accurate; when finished with assigned tasks, finds other tasks which advance the job
SAFETY PRACTICES				
A hazard to self and others; puts others at risk because of risky and unsafe practices. Note: If this section is selected the apprentice must be removed from jobsite immediately and the contractor and JATC must be notified immediately.	Careless; takes shortcuts which can create safety hazards. Note: If this section is checked the Contractor and the JATC must be notified immediately.	Generally follows safety procedures; asks if not certain about safe practices	Observes safety rules; uses correct tools and wears proper safety apparel	Always places safety first; helps others to be safe; does not take chances which might endanger self or others
APPEARANCE / HYGIENE				
Generally not presentable; clothes dirty and not appropriate for the job; looks shabby; body odor	Poorly groomed; hair not combed; clothing unkempt; barely job appropriate	Clothes proper for work; grooming acceptable	Arrives at work looking fresh with clean clothes; is attentive to safety requirements	Clothes ideal for work; appearance and hygiene excellent

Evaluator: _____
Is this apprentice making satisfactory progress? Yes No If No, Why? _____

Comments: _____

I have worked with this apprentice for _____ Days _____ Weeks _____ Months

Evaluator's Signature: _____ Print Evaluator's Name: _____

Evaluator's Position: _____ IBEW Card Number: _____

Apprentice Section:

I have been shown this evaluation and have gone over it with the evaluator on _____ Date _____

Apprentice Signature: _____ Print Name: _____

Apprentice Comments: _____
