

## OJT Evaluation Form

This Form is to be completed by the Employer or a Designated Supervisor.

The Form is to be completed and submitted to the JATC office upon request of the JATC.

The Form must be completed and submitted to the JATC upon termination of any Apprentice, CW or CE.

Print Name (apprentice, cw/ce) \_\_\_\_\_ Employer Name \_\_\_\_\_

**INSTRUCTIONS:** Evaluate the Apprentice fairly and honestly based on their performance considering their time in the trade. You must rate all 8 factors listed below. Consider each factor separately. Rate each factor on a scale from 1 to 5. Write the corresponding number in the appropriate "Rating" column on the left.

Rating	Poor = 1	Marginal = 2	Good = 3	Very Good = 4	Excellent = 5
<b>ABILITY TO LEARN</b>					
	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 judgement and reasoning	Learns quickly; applies past experience well; good listener	Grasps new ideas quickly; can readily apply knowledge to new situations. Flexible problem solver
<b>ATTITUDE</b>					
	Continually gripes about work assignments; disturbs others, uncooperative, temperamental	Complains that many things are unfair; a whiner	Takes setbacks in stride; pleasant and cooperative in most situations	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
<b>CONDUCT</b>					
	Rude; ill mannered; uses obscene language; poor control of emotions disrespectful of others	Harasses others; occasionally rude; foul language; not sensitive to others	Observes common courtesy but doesn't always recognize opportunities and/or need to be polite or helpful	Mostly polite and helpful; recognizes importance of good human relationships; rarely loses temper	Always polite; careful not to offend anyone; maintains proper composure; makes special efforts to be helpful
<b>MOTIVATION/INITIATIVE</b>					
	Never anticipates the requirements of any job or procedure; always wants or has 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 at times	Asks questions; has adequate degree of knowledge; does routine tasks without prompting; ready with tools	Good knowledge of most procedures; anticipates next steps; goes beyond expectations and prepares ahead	Curiosity goes beyond immediate job procedure; always eager to learn more; works hard to become a good electrician
<b>QUALITY AND ACCURACY OF WORK</b>					
	Makes frequent mistakes; wastes materials; lacks mechanical ability; needs constant supervision	Aims just to get by; careless; some jobs need to be reworked	Work usually meets standards or expectations; needs some extra supervision	Does good work; careful; makes very few mistakes; uses good judgement	Work is very accurate; work meets or exceeds standards; takes pride in his/her work
<b>QUANTITY OF WORK</b>					
	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; requires additional oversight	Does fair share; looks busy but after finishing a task usually doesn't look for other tasks that need to be done	Plans work well; works efficiently; gets expected work done on time	Highly productive; fast and accurate; when finished with assigned tasks; finds other tasks to advance the job
<b>SAFETY PRACTICES</b>					
	A hazard to self and others; potential for putting self and others at risk because of risky and unsafe practices	Careless; takes shortcuts which can create safety hazards	Usually follows most safety procedures; usually does the job in a safe manner	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
<b>APPEARANCE/HYGIENE</b>					
	Generally not presentable; clothes dirty and not appropriate for the job; looks shabby; unclean; smells bad at times	Poorly groomed; hair disheveled; clothing barely job appropriate and unkempt	Clothes usually clean and proper for work; grooming acceptable	Arrives at work with clothes clean; showered and clean; clothes are proper, protective and safe	Clothes ideal for work. Appearance and hygiene would be acceptable to any commercial customer or private homeowner

**PLEASE DISCUSS STRENGTHS AND WEAKNESSES WITH APPRENTICE TO ENCOURAGE AND MOTIVATE IMPROVED PERFORMANCE.**

**NOTE: When you terminate an Apprentice for any reason - You must check #1 to indicate cause. Also check either #2 or #3**

- 1) The Apprentice was terminated:  due "only" for lack of work  violation of job rules  unfavorable work habits & practices  
 altercation(s) on the job  misses to much work  can't, won't or don't perform job skills satisfactorily  
 disrespectful of client/customer  does NOT demonstrate interest and desire to learn the trade  other reason(s) - Explain: \_\_\_\_\_

**CHECK 2 OR 3:**

- 2)  We would be pleased to employ this Apprentice in the future.      3)  We do NOT wish to have this Apprentice assigned to this company in the near future.

PRINT NAME OF PERSON COMPLETING THIS FORM: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of person completing this form: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**FAX OR MAIL Report Directly to the JATC office. Do "NOT" give to the Apprentice to deliver!**