



LEJATC Journeyman Evaluation of Apprentice

This form is to be filled out in **INK** by the Journeyman the Apprentice is working with. The Journeyman shall review the evaluation with the Apprentice. The Apprentice **MUST** sign and return the report to the JATC office by the date established.

Apprentice's Name (please print): _____

How long have you worked with this apprentice: _____ months _____ days

Please circle the appropriate level in each category which best describes this apprentice

Attendance -Late

Number of times late this month _____

Attendance -Absent

Number of times absent this month _____

Initiative

Poor _____ Exceptional
1 2 3 4 5 6 7 8 9 10

Attitude

Poor _____ Exceptional
1 2 3 4 5 6 7 8 9 10

Attire

Poor _____ Exceptional
1 2 3 4 5 6 7 8 9 10

Mechanical Aptitude

Poor _____ Exceptional
1 2 3 4 5 6 7 8 9 10

Responsibility

Poor _____ Exceptional
1 2 3 4 5 6 7 8 9 10

Accuracy

Poor _____ Exceptional
1 2 3 4 5 6 7 8 9 10

Communication Skills

(Understanding verbal instructions)
Poor _____ Exceptional
1 2 3 4 5 6 7 8 9 10

Use of Working Time

Poor _____ Exceptional
1 2 3 4 5 6 7 8 9 10

Appearance / Hygiene

Poor _____ Exceptional
1 2 3 4 5 6 7 8 9 10

Safety Rules

Poor _____ Exceptional
1 2 3 4 5 6 7 8 9 10

Tools

Lacks proper _____ Has Proper
1 2 3 4 5 6 7 8 9 10

Notification

Were you notified by the apprentice if they were going to be late or absent?

YES _____ NO _____

Considering their time in apprenticeship, the Apprentice's knowledge of the trade is:

Poor _____ Average _____ Exceptional
1 2 3 4 5 6 7 8 9 10

Shortcomings should be immediately addressed

You are strongly encouraged to discuss your evaluation with the apprentice

Please indicate any areas that the apprentice needs further instruction in: _____

Journeyman's comments: _____

This evaluation will not be accepted by the JATC office unless it has the Journeyman's signature on it

I have discussed these comments and this evaluation with the apprentice.

Apprentice's Signature _____

Date _____

Journeyman's Signature _____

Date _____

Journeyman's Printed Name _____

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