

THIS REPORT MUST BE FILLED OUT BY THE APPRENTICE AT THE END OF EACH MONTH OR JOB, WHICHEVER COMES FIRST, FOR EVERY EMPLOYER THE APPRENTICE WORKED FOR IN THAT MONTH. IT WILL THEN BE TAKEN TO THE COMPANY REPRESENTATIVE TO BE GRADED AND SIGNED BY BOTH PARTIES. THE APPRENTICE WILL THEN SEND THIS GRADED REPORT TO YOUR LOCAL LODGE / TRAINING CENTER WITHIN TEN DAYS OF THE FOLLOWING MONTH. APPRENTICES THAT ARE OUT OF WORK FOR AN ENTIRE MONTH MUST SUBMIT A REPORT STATING THAT THEY WERE OUT OF WORK.

HOME LOCAL NO. _____ JOB SITE LOCATION _____
JOB NAME _____ SOCIAL SECURITY NO. _____

Check Box for More Report Forms ☐

**THIS SECTION MUST BE COMPLETED BY AN AUTHORIZED
COMPANY REPRESENTATIVE / IMMEDIATE FOREMAN**

Submit Completed Reports To:
Your Local Lodge / Training Center

ATTENDANCE:

#of Days Job Operated >>>>> _____
#of Days Present >>>>>>>>> _____
#of Days Absent >>>>>>>>> _____
#of Days Late >>>>>>>>>> _____

Total Points

Apprentice Rating System

Categories to Be Rated

(36-40) Excellent (9-10) Initiative >>>>>>>>>>>>>>> _____
(28-35) Good (7-8) Workmanship >>>>>>>>>>>>>>> _____
(20-27) Average (5-6) Ability To Learn >>>>>>>>>>>>>>> _____
(12-19) Fair (3-4) Conduct on the Job >>>>>>>>>>>>>>> _____
(0-11) Poor (0-2)

TOTAL POINTS

After rating the Apprentice in each of the categories, total the points and compare to the Total Points Column for an Overall Apprentice Evaluation.

**SUPERVISORS: AN ACCURATE WRITTEN ASSESSMENT OF THE APPRENTICE
IS VITAL FOR THEIR COMPLETE EVALUATION.**

Remarks:

SIGNATURES:

Immediate Foreman / Supervisor

Date

Apprentice

Date

Company

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#of Days Job Operated >>>>>> _____

#of Days Present >>>>>>>>> _____

#of Days Absent >>>>>>>>>> _____

#of Days Late >>>>>>>>>>> _____

After rating the Apprentice in each of the categories, total the points and compare to the Total Points Column for an Overall Apprentice Evaluation.

IS VITAL FOR THEIR COMPLETE EVALUATION.

SIGNATURES:

Company _____