

Inside Apprentice Monthly Work Report

(Due in the JATC Office by 10th day of each Month)

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 ID Number		[][][]			[][][]			[][][][]			Date Report Received		[][][]		[][][]		[][][][]		[][][][]		[][][][]		[][][][]		[][][][]		
Last Name																											
First Name										M.I.		Last Day of THIS Report Period		[][][]		[][][]		[][][][]		[][][][]		[][][][]		[][][][]			
Period		[][][]		Employer		[][][][][]		[][][][][]		[][][][][]		[][][][][]		[][][][][]		[][][][][]		[][][][][]		[][][][][]		[][][][][]		[][][][][]		[][][][][]	

Enter the number of actual Clock Hours (including Overtime) for Each Category Worked This Month.

[][][]	A Project Layout and Planning - Reading & interpreting blueprints and specifications/Coordination between crafts, engineers & architects/Layout Feeders, risers & branch circuits	[][][]	M Motor Installation - Rigging and setting/Alignment/Circuiting and terminations/Testing
[][][]	B Underground Installations - Trenching and ditch digging/ Direct burial/ Installing PVC rigid conduit/Installing grounding electrode systems	[][][]	N Control System Installation - Blueprint & specification interpretation/Layout & circuit installation/Distributed control
[][][]	C Thinwall Conduit Raceway Systems - Fastening & supporting devices/Conduit fabrication/Installation of conduit, fittings and boxes	[][][]	O Installing & Programming Programmable Logic Controllers - Module installation/Control wiring and devices/Programming
[][][]	D Rigid Conduit Raceway Systems - Fastening & supporting devices/Bender setup/Conduit fabrication/Installation of conduit, fittings and boxes	[][][]	P Installing Instrumentation & Process Control Systems - Blueprint & specification identification/Layout installation/ Calibration
[][][]	E Installing Services - Mounting devices/Installing circuit breakers and fuses/Terminations	[][][]	Q Security System Installation - Blueprint & specification interpretation/Layout/Box & circuit installation/Terminations & testing
[][][]	F Floor Duct Installations - Transit-grade establishment/Installing duct & fittings/Core drilling and outlet installation	[][][]	R Installing Sound & Communication Systems - Blueprint & specification interpretation/Layout/Conduit & box installation/ installing panels & network devices/Circuit installation/ Terminations & testing
[][][]	G Motor Control Center Installation - Rigging & mounting/ Terminating feeders, branch circuits & control wiring	[][][]	S Installing & Terminating Transformers - Rigging & mounting/ Primary & secondary terminations/Testing & troubleshooting
[][][]	H Installing, Splicing & Terminating Wires & Cables - Establishing temporary power/Feeders & branch circuits/ Control wiring/Splices, taps & terminations	[][][]	T Installing Fiber Optic Cable - Equipment layout/Installing cable/ Polishing & terminations/Testing & verifying
[][][]	I Cable Tray Installation - Fabrication/Installing support devices/Installing cable tray and covers	[][][]	U Welding & Brazing - Machine setup/Fabrication/Welding, grinding & finishing
[][][]	J Lighting System Installation - Installing outlet boxes & conductors/Installing fixtures/Installing control devices	[][][]	V Service & Troubleshooting - Testing, analysis & repair of: motors, transformers, electrical devices, electronic devices, magnetic devices, lighting & power circuits, equipment & machinery, control circuits & devices
[][][]	K Testing & Troubleshooting Feeders, Motors & Branch Circuits - Checkout circuit continuity/Identifying fault current to ground/Meggering and Hi-potting/Certifying system operation/Repair & maintenance/Ground verification	[][][]	W Material Handling & Pre-Fabrication - Material-equipment awareness/ Fabricating for field installation
[][][]	L Fire Alarm Installation - Blueprint & specification interpretation/ Layout & circuit installation/Control panel & device installation/Programming & testing	[][][]	X Other Specialized Area - (Briefly describe) _____

[][][]	Total number of hours you worked this month.	[][][]	Of the total number of work hours that were available to you, indicate the number of hours you DID NOT work.
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Indicate below the reason(s) and number of hours for absenteeism. Show hours for ALL that apply:

[][][]	Illness, Medical or Injury	[][][]	Personal	[][][]	Scheduled Vacation
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Journeyman's Printed Name

Apprentice Signature

Date

Journeyman Signature

Date

Journeyman Inside Wireman's Evaluation of Apprentice

This Side to be Filled Out In INK by the Journeyman the Apprentice is Working With –
Then Reviewed with the Apprentice – Then Apprentice MUST Sign and Return to the JATC.

Apprentice
ID Number

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How long has this apprentice
been working with you?

MONTHS	

DAYS	

Fill in the Boxes that Best Describe this Apprentice. FILL IN the BOX COMPLETELY. PLEASE Give Us YOUR Comments.

INITIATIVE

- Room for Improvement
- Average
- Helps Keep Job Moving

ATTITUDE

- Resentful - Uncooperative
- Acceptable
- Cooperative – Helpful and Alert

TARDINESS

- Frequently Late
- Seldom Late
- Never Late

ABSENTEEISM

- Frequently Off Work
- Seldom Off Work
- Never Off Work

MECHANICAL APTITUDE

- Very Little
- Average
- Very High
- Extremely High

RESPONSIBILITY

- Unconcerned - Lackadaisical
- Acceptable
- Very Dependable

ACCURACY

- Makes Many Careless Errors
- Average
- Does it Right

COMMUNICATION SKILLS

- (Understanding Verbal Instructions)
- Does NOT Easily Understand
 - Average
 - Almost Always Understands

SAFETY RULES

- Disregards Rules
- Average
- Very Safety Conscious

USE OF WORKING TIME

- Frequently Loafs
- Fair
- Always Stays Busy

APPEARANCE/HYGIENE

- Poor – Needs Attention
- Acceptable
- Always Neat and Presentable

TOOLS

- Has Proper, Well-Maintained Tools
- Lacks Proper Tools

ATTIRE

- Wears Proper Work Clothes
- Does NOT Dress for the Job

Journeymen - It is Essential to Discuss Your Evaluation with the Apprentice Please list strengths as well as areas of needed improvement.

Considering Their Time in Apprenticeship, the Apprentice's Knowledge of the Trade is:

- Unsatisfactory
 Below Average
 Average
 Above Average
 Exceptionally Good

Jobsite Location: _____

The Apprentices strengths are: _____

The Apprentice needs improvement in the following areas: _____

Journeyman's Printed Name

Apprentice Signature

Date

Journeyman Signature

Date