

STATEWIDE LIMITED ENERGY JATC

WORKING APPLICANT EVALUATION FORM

PLEASE PRINT CLEARLY

Employer: _____

Supervisor: _____

Employee: _____

Date: _____

Please complete and return to the JATC within five (5) business days. The information in this evaluation is important to help us as well as the Apprentice. Please be FRANK and provide CONSTRUCTIVE criticism. **Circle the number under each heading that is appropriate.**

INITIATIVE

1. No ambition, does very little by him/herself.
2. Needs prodding, usually waits for direction.
3. Does routine tasks without prompting goes ahead reasonably well.
4. Self starter, works out most problems.
5. Looks for work to do, invites responsibility, hard worker.

ATTITUDE TOWARDS

SUPERVISORS

1. Disrespectful
2. Not cooperative
3. Average
4. Cooperative
5. Very respectful and helpful

CO-WORKERS

1. Disrespectful
2. Not cooperative
3. Average
4. Cooperative
5. Very respectful and helpful

ABSENCES

1. Excessive absences
2. Seldom reliable
3. Occasionally absent
4. Rarely absent
5. Never absent

OVERALL MECHANICAL APPTITUDE

1. Poor
2. Below average
3. Average
4. Good
5. Excellent

ABILITY TO KEEP WORK AREA CLEAN

1. Poor
2. Below average
3. Average
4. Good
5. Excellent

ATTITUDE TOWARDS WORK

1. Gripes about work assignments, disrupts others.
2. Wastes time, gets moody, indifferent to work.
3. Usually applies self well, usually interested in job.
4. Accepts all work assignments, works hard to improve
5. High interest in job, good person to work with.

ATTENDANCE / TARDINESS

1. Often late.
2. Seldom reliable
3. Occasionally late.
4. Rarely late.
5. Never late.

PERSONAL ATTIRE

1. Slovenly and dirty
2. Untidy
3. Average
4. Neat and clean
5. Exceptional

ABLE TO ASSUME ADDED RESPONSIBILITY

1. Poor
2. Below average
3. Average
4. Good
5. Excellent

ACCURACY OF WORK

1. Spoils work, work must be continually checked
2. Not careful enough
3. Produces good work most of the time
4. Uses good judgment, very few errors
5. Takes pride in work, does an excellent job

COMMUNICATION WITH SUPERVISOR

1. Unable to communicate or communicates in inappropriate manner
2. Has some difficulty in expressing himself/herself appropriately
3. Average
4. Usually able to communicate effectively
5. Exceptional ability to communicate effectively

SAFETY

1. A hazard to him/herself and others
2. Careless, takes unnecessary chances
3. Observes most safety rules
4. Observes all safety rules
5. Always places safety first on the job

PERSONAL APPEARANCE

1. Slovenly and dirty
2. Untidy
3. Average
4. Neat and clean
5. Exceptional

KNOWLEDGE FOR SKILL LEVEL

- 1. Requires additional RETRAINING
- 2. Below average understanding
- 3. Average understanding of what tasks we perform as a shop
- 4. Above average understanding
- 5. Exceptional

COMMUNICATION WITH COWORKERS

- 1. Unable to communicate or communicates in inappropriate manner
- 2. Has some difficulty in expressing himself/herself appropriately
- 3. Average
- 4. Usually able to communicate effectively
- 5. Exceptional ability to communicate effectively

USE OF TIME

- 1. Poor/non productive use of time. Wastes a lot of time
- 2. Below average productivity and use of time
- 3. Average
- 4. Uses time productively most of the time
- 5. Very productive and effective use of time

TOOLS

- 1. Does not know proper usage and is careless with tools
- 2. Below average ability to use tools properly and sometimes careless
- 3. Average
- 4. Able to most tools effectively and usually handles tools with care
- 5. Very knowledgeable in use and Always respects company's investment

ABILITY TO LEARN

- 1. Gets confused, needs repeated instructions
- 2. Learns slowly, frequently misunderstands
- 3. Progressing at a normal rate
- 4. Learns quickly, uses good judgment
- 5. Good memory, grasps new ideas immediately

	<u>YES</u>	<u>NO</u>
1. Does he/she get along with the public/customers?	_____	_____
2. Would you say that he/she has progressed satisfactorily to the classification he/she is presently at?	_____	_____
3. Does he/she intend to remain in this field of work beyond the 100 day probationary timeframe?	_____	_____
4. In what areas do you think that he/she could be given further training to improve as an apprentice?		

Page 2 of 2 – Name of Working Apprenticeship Applicant: _____

Signed: _____
Supervisor

Date: _____

Reviewed by Contractor: _____

RETURN ORIGINAL TO:

Statewide Limited Energy JATC
452 Northco Drive, Suite 140
Fridley, MN 55432

Or fax to us at 763-571-5928

**STATEWIDE LIMITED ENERGY APPRENTICESHIP PROGRAM
RECOMMENDATION FOR APPRENTICESHIP**

Please complete this form and the Working Applicant Evaluation Form, **then return to us at:**

**Statewide Limited Energy JATC
452 Northco Drive, Suite 140
Fridley, MN 55432
PHONE: 763-571-5922
FAX: 763-571-5928**

EMPLOYEE NAME: _____

EMPLOYEE ADDRESS: _____

City State Zip

EMPLOYEE PHONE: _____

Start Work Date: _____

Classification: _____

Hourly rate of pay: _____

CHECK ONE BOX

- RECOMMENDED** for the apprenticeship program
- NOT** recommended **TERMINATED** on _____
DATE
- Will not be working beyond 100 days

Completed by:

NAME

TITLE

Signature

Date

CONTRACTOR