

# ELECTRICIAN APPRENTICE MONTHLY PROGRESS REPORT

MONTH OF \_\_\_\_\_, 20 \_\_\_\_

SHOP \_\_\_\_\_

NAME OF APPRENTICE \_\_\_\_\_

PERIOD \_\_\_\_\_

PROJECT \_\_\_\_\_

This daily record must be filled out and turned in by all apprentices. Copies of this report are required by the Committee and may be required by your employer. The report must be signed by your journeyman, instructor and yourself to be considered to be complete. **COMPLETED REPORTS ARE DUE ON THE 1st OF THE FOLLOWING MONTH—DELINQUENT IF RECEIVED AFTER THE 7th.**

List Work Processes as per Standards	Hours Brought Forward	List in space below the number of hours worked on each process during the day. <b>Keep your record to closest hour!</b>																														Total Hrs. to Date		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		31	
RESIDENTIAL — wiring of residences, duplexes, and small apartment buildings, all romex work, and necessary shop work and preparation.  Minimum Hours: 1,000																																		
COMMERCIAL — wiring of public, commercial, school, and hospital buildings; the installation and repair of all equipment therein: and necessary shop work and preparation.  Minimum Hours: 3,500																																		
INDUSTRIAL — wiring of all industrial buildings and equipment, the maintenance, repair, and alteration of the same; and the necessary shop work and preparation.  Minimum Hours: 2,000																																		
SPECIALIZED SYSTEMS — wiring of systems which include: sound, data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television, programmable controllers, and nurse call systems.  Minimum Hours: 1,500																																		
Total of Above Hours:		Total Hours Worked This Month:															Total of Above Hours:																	
Related Training Class Hours																																		
Make Up Hours																																		

Instructor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Apprentice \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY:**

- School Satisfactory
- School Unsatisfactory (hours, grades, performance)
- More Diverse OJT Training Needed

New Address: \_\_\_\_\_

New Phone #: \_\_\_\_\_

# JOURNEYMAN'S EVALUATION OF APPRENTICE

This form is to be filled out and signed by the Journeyman whom the Apprentice is working with.

How long has the Apprentice been with you? \_\_\_\_\_

Prepare this "Rating" carefully and accurately. Its value relies on your impartiality and sound judgement. **Evaluate** each characteristic or trait separately and independently. Your honesty and cooperation is greatly appreciated.

(Check  that which best describes this Apprentice and **PLEASE** give us YOUR Comments.)

## INITIATIVE:

- Room for Improvement
- Average
- Helps Keep Job Moving

## ATTITUDE:

- Resentful — Uncooperative
- Acceptable
- Cooperative, Helpful, Alert

## ATTENDANCE:

- Occasionally  Late  Off Work  
Always  On Time  At Work

## ATTIRE:

- Wears Proper Work Clothes
- Other: \_\_\_\_\_

## MECHANICAL APTITUDE:

- Very Little
- Average (Considering Division)
- Very High
- Other: \_\_\_\_\_

## RESPONSIBILITY:

- Unconcerned — Lackadaisical
- Acceptable (Considering Division)
- Very Dependable
- Other: \_\_\_\_\_

## ACCURACY:

- Makes Many Careless Errors
- Average (Considering Division)
- Does It Right
- Other: \_\_\_\_\_

## SAFETY RULES:

- Dangerous (Disregards Rules)
- Average
- Safety Conscious

## USE OF WORKING TIME:

- Loafs
- Fair
- Stays Busy

## PERSONAL APPEARANCE/ HYGIENE:

- Poor
- Acceptable
- Neat and Presentable

## TOOLS:

- Has Proper Well Maintained Tools
- Other: \_\_\_\_\_

Considering division, Apprentice's knowledge of the Trade is:

Below Average \_\_\_\_\_ Average \_\_\_\_\_ Above Average \_\_\_\_\_

In your opinion, should the Apprentice be rotated to a different type of work? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, what type? \_\_\_\_\_

COMMENTS:

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Discuss this evaluation with the Apprentice, so that shortcomings can be immediately addressed.

JOURNEYMAN \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature

Date

Print Name

E-mail Address \_\_\_\_\_