



# JATC COMMITTEE

of the  
Local Union No. 9, IBEW and  
Middle States Electrical Contractors Association  
Apprentice and Journeyman Training Fund



For the apprentice to gain the full benefit of this evaluation and be held accountable for progression by the subcommittee, you **MUST DISCUSS THIS EVALUATION WITH THE APPRENTICE AND HAVE THEM SIGN IT** to acknowledge that they have been made aware of its contents. The subcommittee will use these **QUARTERLY** evaluations when considering the eligibility for advancement.

Please prepare this report carefully and accurately. Its value lies in your impartiality and sound judgment. Each part should be judged separately, and your evaluation of one trait should not unduly influence another. **This form should express an evaluation of the apprentice in comparison with other apprentices at the same period doing the same work.**

## Apprentice Information

- **Apprentice Name:** \_\_\_\_\_
- **Classification:** \_\_\_\_\_
- **Employer:** \_\_\_\_\_
- **Employed:** ☐ Yes ☐ No
- **Evaluator's Name (PRINT CLEARLY):** \_\_\_\_\_
- **Duration Apprentice Has Worked with Evaluator:** \_\_\_\_\_

**Note:** This evaluation must be discussed with the apprentice, who must sign it to acknowledge awareness. These quarterly evaluations determine eligibility for advancement. Please ensure accuracy and impartiality.

## JOB KNOWLEDGE

### How well does the apprentice know their job?

- ☐ Needs significant assistance
- ☐ Requires frequent help
- ☐ Knows job well; occasional instruction needed
- ☐ Highly skilled in job responsibilities

### Areas Needing Improvement (Check all that apply):

- ☐ Lighting
- ☐ Traffic
- ☐ ITS
- ☐ Directional Boring

### Types of Projects Worked on or Exposed To:

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### Additional Observations on Job Knowledge:

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**ATTITUDE**

**Attitude Toward Job, Colleagues, and Program:**

- ☐ 1 - Needs Improvement (Poor attitude, lacks enthusiasm or cooperation)
- ☐ 2 - Satisfactory (Generally positive, occasional lapses)
- ☐ 3 - Good (Positive attitude, works well with others)
- ☐ 4 - Excellent (Highly positive, enthusiastic, cooperative)

**Reasons or Examples Supporting Rating:**

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**ATTENDANCE**

**Dependability in Attendance:**

- ☐ Frequent unexcused absences
- ☐ Some absences, but with valid reasons
- ☐ Very few or no absences (max. one excused per month)

**Observations on Punctuality and Reliability:**

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**SAFETY MINDEDNESS**

**Adherence to Safety Rules:**

- ☐ Careless, often violates rules
- ☐ Occasionally takes risks or forgets safety
- ☐ Generally follows safety rules, careful worker
- ☐ Highly safety-conscious, suggests improvements

**Additional Safety Comments:**

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**TOOLS AND EQUIPMENT**

**List of Tools and Equipment the Apprentice is Skilled in Using:**

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**WORKMANSHIP**

**Quality of Work:**

- ☐ 1 - Needs Improvement (Frequent mistakes, requires guidance)
- ☐ 2 - Satisfactory (Meets basic expectations, occasional errors)
- ☐ 3 - Good (Consistently produces quality work, minimal supervision)
- ☐ 4 - Excellent (Exceptional quality, precise, requires minimal supervision)

**Reasons or Examples Supporting Rating:**

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**CURRENT WORK ENGAGEMENT**

**Check all applicable areas:**

- ☐ Streetlights
- ☐ URD
- ☐ Fiber Optic
- ☐ Transmission
- ☐ Traffic Signaling
- ☐ Substation
- ☐ Cameras
- ☐ Distribution

**Apprentice’s Interest and Ability:**

- ☐ Shows real desire to learn trade
- ☐ Displays mechanical ability to become a good journeyman
- ☐ Progressing satisfactorily?

**Suggestions for Improvement:**

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**SKILL LEVEL**

- ☐ 1 - Needs Improvement (Limited understanding of tasks, struggles with hands-on work, requires constant supervision)
- ☐ 2 - Satisfactory (Demonstrates basic competency, occasional errors, needs some supervision)
- ☐ 3 - Good (Understands tasks well, works efficiently, minimal supervision required)
- ☐ 4 - Excellent (Mastery of skills, performs tasks with precision, requires little to no supervision)

**Suggestions for Improvement:**

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**ADAPTABILITY**

- ☐ 1 - Needs Improvement (Struggles with changes in work assignments, difficulty learning new skills)
- ☐ 2 - Satisfactory (Handles change adequately but may require time to adjust)
- ☐ 3 - Good (Adjusts well to new tasks, demonstrates flexibility and willingness to learn)
- ☐ 4 - Excellent (Easily adapts to new challenges, quickly learns new skills, proactive approach)

**Suggestions for Improvement:**

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**DRIVER EVALUATION****Driving Evaluation Considerations:**

- ☐ Demonstrates safe and defensive driving techniques
- ☐ Adheres to all traffic laws and company policies
- ☐ Maintains vehicle properly and reports issues
- ☐ Requires additional training or supervision

**Observations or Areas for Improvement:**

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**SIGNATURES**

By signing below, you verify the accuracy of this evaluation in its entirety.

**Evaluator Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Apprentice Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

**General Foreman/Superintendent Signature:** \_\_\_\_\_

**Please email the completed form to:**

- Training Director Brian Rush: [b.rush@ibew9edu.org](mailto:b.rush@ibew9edu.org)
- Assistant Director Natalie Mitchell: [n.mitchell@ibew9edu.org](mailto:n.mitchell@ibew9edu.org)

For questions contact: Local #9 Training Center (708) 235-2960