

Name \_\_\_\_\_ Step \_\_\_\_\_ Mo/Yr \_\_\_\_ / \_\_\_\_ Employer \_\_\_\_\_ Job Location (city) \_\_\_\_\_

*This report is due on the **5<sup>th</sup> day of the month** and can be completed online by logging in to your account at [nwlinejtc.com](http://nwlinejtc.com)*

**Instructions:** Enter the hours you worked for each category, for each day, of the month. If you are unsure of your category of work check with your supervisor

Mo. Total:	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	Total	
Ground																																	
# Driving hrs.																																	
Transmission																																	
Substation																																	
Underground																																	

**Cold Categories**

URD Services																																
Overhead Services																																
Streetlights																																
Fiber / Lt. Rail																																
Cold Distro																																
Hot Work																																
Light Duty																																
Daily Total																																

Foreman's initials for hot hours

**Apprentice Comments** (include date and signature):

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**Foreman / Journeyman – this report can be completed electronically. Please refer to the “How to” video at [www.nwlinejatc.com/Resources](http://www.nwlinejatc.com/Resources)** Based on job and experience, circle “YES” or “NO” if Apprentice meets expectations on next sheet, give explanation of all “NO” responses in the comments. **Do not sign without hour section completed**

**Foreman (sign/print)** \_\_\_\_\_ Phone \_\_\_\_\_

**COMMENTS:**

**ABILITY**

Prepared & effective in doing groundwork?	Poor	Needs Improv	Avg	Good	Excl
Ability to safely climb and work aloft?			YES	NO	
Properly demonstrates proper knots/rigging			YES	NO	
Ability to learn quickly and RETAIN?			YES	NO	

**ATTITUDE**

How is apprentice attitude?	Poor	Needs Improv	Avg	Good	Excl
Asks questions?			YES	NO	
Accepts constructive criticism?			YES	NO	

**WORK HABITS**

Shows craftsmanship within work?	Poor	Needs Improv	Avg	Good	Excl
Participates in daily job briefings?			YES	NO	

**DEPENDABILITY**

Is apprentice on site and ready to work on time?			YES	NO	
How many days has this apprentice been absent / late?		Absent _____		Late _____	
Overall performance for step?	Poor	Needs Improv	Avg	Good	Excl
Please contact me regarding this evaluation			YES	NO	
Has this evaluation been reviewed with Apprentice?			YES	NO	

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**Journeyman (sign/print)** \_\_\_\_\_ Phone \_\_\_\_\_

**COMMENTS:**

**ABILITY**

Prepared & effective in doing ground work?	Poor	Needs Improv	Avg	Good	Excl
Ability to safely climb and work aloft?			YES	NO	
Properly demonstrates proper knots/rigging			YES	NO	
Ability to learn quickly and RETAIN?			YES	NO	

**ATTITUDE**

How is apprentice attitude?	Poor	Needs Improv	Avg	Good	Excl
Asks questions?			YES	NO	
Accepts constructive criticism?			YES	NO	

**WORK HABITS**

Shows craftsmanship within work?	Poor	Needs Improv	Avg	Good	Excl
Participates in daily job briefings?			YES	NO	

**DEPENDABILITY**

Is apprentice on site and ready to work on time?				YES	NO
How many days has this apprentice been absent / late?		Absent _____		Late _____	
Overall performance for step?	Poor	Needs Improv	Avg	Good	Excl
Please contact me regarding this evaluation			YES	NO	
Has this evaluation been reviewed with Apprentice?			YES	NO	

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**GF** - Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_