

Name _____ Step _____ Mo/Yr ____ / ____ Employer _____ Job Location (city) _____

*This report is due on the **5th day of the month** and can be completed online by logging in to your account at 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):

Foreman / Journeyman – this report can be completed electronically. Please refer to the “How to” video at 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) _____ **Date** _____ **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	

Journeyman (sign/print) _____ **Date** _____ **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	

GF - Print Name _____ Signature _____ Date _____ Phone _____