



SOUTHWEST CARPENTERS TRAINING FUND

3250 E. Shelby Street, Suite 210

Ontario, California 91764-6584

Telephone: (213) 739-9339

fundoffice@swctf.org • www.swctf.org

The record of _____ is being reviewed to determine if
Apprentice Name Apprentice UBCID #
he/she is progressing satisfactorily.

HOW TO EVALUATE THE APPRENTICE

1. Check the appropriate space in each column on the reverse side which indicates your opinion of his/her progress.
2. Please date, sign and return this form to the Apprenticeship Committee for prompt attention.

KEY TO EVALUATION

- "A" Outstanding – progress exceptional – endorsed with enthusiasm
- "B" Above average – progress without repeated assistance – endorsed
- "C" Average – capable of performing assigned task, with help.
- "D" Below average – progress insufficient – needs repeated assistance.
- "F" Progress unsatisfactorily – should receive guidance from Joint Apprenticeship & Training Committee.

Thank you for your cooperation,
Joint Apprenticeship & Training Committee

EMPLOYER: _____

SIGNED BY: _____

TITLE: _____ DATE: _____

EVALUATION CRITERIA

	"A" Outstanding	"B" Above Avrg.	"C" Average	"D" Below Avrg.	"F" Unsatisfactory
ATTITUDE TOWARDS WORK					
1. Is he/she a willing worker?					
3. Does he/she show an interest in their work?					
4. Comments:					
ATTITUDE TOWARDS OTHERS					
5. Does he/she work well with others?					
6. Does he/she accept instructions?					
7. Comments:					
ABILITY TO LEARN					
8. Is he/she making a serious effort to learn?					
9. How quickly does he/she learn new methods?					
10. How well does he/she retain instructions and information?					
11. Comments:					
QUALITY OF WORK					
12. Is he/she accurate and thorough in his/her work?					
13. Does he/she observe the work of the journeymen and question him on points not clear to him/her?					
14. Does he/she take proper care of his/her employers equipment?					
15. Comments:					
WORK PRODUCTIVITY					
16. Does he/she produce satisfactory amount of work?					
17. Does he/she work well without constant supervision?					
18. Comments:					