

ARIZONA BUILDERS' ALLIANCE APPRENTICES AND TRAINING PROGRAM

NAME _____ SS# _____ OJT FOR THE MONTH OF _____ 20 _____

Employer _____

OJT Hours This Month

Category Sheet Metal	Hours Required	Hours to Date	Week 1	Week 2	Week 3	Week 4	Week 5	Hours this Month	Total Hours To Date
Use of Machine Tools & Processes	500								
Flux, Rivets & Layouts	500								
Measurements & Layouts	1000								
Benchwork	1500								
Welding	1500								
Installing Duct Work & Equipment	2000								
General Sheet Fabrication & Installation of Skylights/Vents	1000								
Total Amount of OJT To Date									

Apprentice Signature _____ Date _____

Supervisor's Evaluation

Apprentice Evaluation <i>Place a check mark in the appropriate column</i>	Exceeds Expectations	Meets Expectations	Below Expectations	Unacceptable
SKILLS				
Demonstrates job knowledge				
Follows instructions given				
Organizes work (relative to other employees at his/her level)				
Versatile in the trade (compared to others with same experience)				
PERFORMANCE				
Quality of work				
Accuracy of work				
Carries his/her share of the workload				
Has and brings correct tools to the job				
Demonstrates physical ability to perform assigned tasks				
WORK BEHAVIOR				
Safe work habits				
Attendance				
Punctuality				
Leadership qualities				
Demonstrates practical approach towards accomplishing tasks				
Demonstrates self confidence				
Assumes and demonstrates responsibility				
Demonstrates ability to learn new tasks				

Supervisor's Name (Please Print) _____

Supervisor's Signature _____ Date _____

Please return completed form to the ABA Training Depart, 2702 N. 3rd St., Suite 2020, Phoenix, AZ 85004
or FAX to 602-274-8999 on or before the 10th of each month.