

**IRONWORKERS LOCAL 361
PROBATIONARY/APPRENTICE
EVALUATION FORM**

PLEASE CIRCLE ONE

PROBATIONARY/APPRENTICE

- THIS FORM IS A MONTHLY EVALUATION, WHICH SHOULD BE FILLED OUT WITH WHATEVER DAYS WERE APPLICABLE WITHIN THE MONTH. IT IS TO BE FILLED OUT BY THE JOB STEWARD IN CONJUNCTION WITH SAID FOREMAN WHO IS FAMILIAR WITH THE ATTENDANCE, JOB SKILLS, AND BEHAVIOR OF SAID MEMBER, MAKING IT A FAIR AND UNBIASED OBSERVATION.
- PLEASE NOTE: IT IS **IMPERATIVE** THAT ALL PARTS OF THIS EVALUATION BE FILLED OUT, INCLUDING THE COMMENT SECTION AT THE BOTTOM. THE REASON BEING IS THAT THIS FORM CAN AND WILL BE USED BY THE EXAMINING BOARD IN ITS OVERALL EVALUATION OF SAID MEMBER.
- DATE EVALUATION WAS WRITTEN: _____
- NAME OF SAID MEMBER: _____
- MONTH OF OBSERVATION: _____
- DATES OF OBSERVATION: _____
- FROM: _____
- TO: _____
- COMPANY NAME: _____
- JOB LOCATION: _____
- FOREMAN'S NAME: _____
- APPROXIMATE TIME WORKING IN OUR LOCAL OR YEAR OF APPRENTICESHIP: _____

JOB ATTENDANCE

- LIST DATES OF ABSENTEEISM: _____
- LIST DATES AND TIMES OF TARDINESS: _____

BASIC WORK APTITUDE

ABILITY TO GET AROUND ON THE IRON
PLEASE CIRCLE ONE

- POOR ACCEPTABLE GOOD EXCELLENT N/A

ABILITY WITH VARIOUS TOOLS

- POOR ACCEPTABLE GOOD EXCELLENT

ABILITY TO COMPLETE ASSIGNED TASKS

- POOR ACCEPTABLE GOOD EXCELLENT

- SUBMITTED BY: _____
(PRINT JOB STEWARD'S NAME)

- SIGNATURE: _____

- BOOK #: _____

- GOOD, BAD, OR INDIFFERENT IT IS **ABSOLUTELY NECESSARY** FOR A COMPLETE EVALUATION TO BE GIVEN, THAT COMMENTS BE WRITTEN IN RELATION TO WHERE THE MEMBER STANDS BEHAVIORALLY, AND IF THEY ARE HEADING IN A POSITIVE AND PRODUCTIVE DIRECTION.

- LAST BUT NOT LEAST, THAT SAID MEMBER IS ADHERING TO THE IRONWORKERS STANDARDS OF EXCELLENCE, WHICH ARE OUTLINED IN OUR CONSTITUTION.

COMMENTS
