

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 nwlinejatc.com*

Please send more MPRs Y/N

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																																	
Transmission																																	
Substation																																	
Underground																																	
Cold Categories																																	
URD Services																																	
Overhead Services																																	
Streetlights																																	
Fiber / Lt. Rail																																	
Cold Distro																																	
Hot Work																																	
# Driving hrs.																																	
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) _____ 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

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

GF - Print Name _____ Signature _____ Date _____ Phone _____