

REQUEST FOR ADVANCEMENT

NAME: _____

EMPLOYER: _____

Current Apprenticeship Period: _____

Tentative Date for Advancement: _____

This form must be filled out by the Field Superintendent, Shop Foreman, or office personnel. This rating deserves your serious consideration and requires an honest appraisal of the apprentice in terms of his or her ACTUAL PERFORMANCE over the last six months. Two unsatisfactory checks in any two categories, or one unsatisfactory check in attendance and punctuality will require the apprentice to appear before the JATC. Below average checks are a serious warning that the apprentice must improve in that area.

	Excellent	Above Average	Satisfactory	Below Average	Unsatisfactory
ATTITUDE & INTEREST:					
DEPENDABILITY:					
ABILITY TO LEARN:					
QUALITY OF WORK:					
QUANTITY OF WORK:					
ATTENDANCE AND PUNCTUALITY:					



**Sheet Metal Workers Local No. 20
APPRENTICESHIP & TRAINING TRUST**

2828 EAST 45TH STREET, SUITE A
INDIANAPOLIS, INDIANA 46205
(317) 541-0050

cbauer@smw20training.com

Apprentices MUST mail, or email evaluations to the Indianapolis Office

Please note the reason for any Below Average or Unsatisfactory marks in Attendance and Punctuality. _____

What responsibilities has this Apprentice been given? _____

How well did the Apprentice perform with the given responsibilities? _____

What especially desirable good traits does the apprentice have? _____

In what areas do you believe that this apprentice needs to improve? _____

What individuals have had input into this evaluation? _____

Does this Apprentice have the skills needed to advance to the next level of the program? _____

I have evaluated this apprentice and believe that this appraisal and comments are fair and accurate: _____ Date: _____

Rated By: _____
(Supervisor's signature)

Acknowledged by _____
(Apprentice's signature)

(Print Name)