

DUE NO LATER THAN THE 10TH

Trainee Please *PRINT* NAME _____ TRAINEE'S SIGNATURE _____

TRAINEE MONTHLY WORK RECORD Month of 20

FOREMAN - PLEASE COMPLETE RATING FORM ON REVERSE SIDE

FOREMAN'S SIGNATURE _____ FOREMAN'S PHONE # _____

Employer _____

Day of Month	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	
Work Hours																																
Hours Absent																																

Number of hours worked in each segment of the trade. Identify work by code listed below.

	1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	TOTAL HOURS
A.						
B.						
C.						
D.						

BOOK No. _____

The hours recorded must be accurate - Include all overtime hours. Reports received after the 10th WILL NOT BE COUNTED towards your completion requirements.

TOTAL HOURS FOR MONTH _____

- A. **STRUCTURAL:** Unloading, Shake out Erecting, Connecting, Plumbing, Boiling, Fitting, Decking, Sheeting.
- B. **REINFORCING:** Unloading, Placing, Tying, Mesh, Mucking, Post Tensioning.
- C. **WELDING:** Cutting, Field Fabricating, Studwelding, Fitting.
- D. **MISCELLANEOUS IRON:** Ornamental, Sash, Curtain Wall, Stairways, Handrails, Equipment Installation Precast.

STEP RATE INCREASES IN PAY WILL NOT BE GRANTED UNLESS MONTHLY WORK REPORTS ARE PROPERLY FILLED OUT, SIGNED AND RETURNED TO THE LOCAL 8 OFFICE NO LATER THAN THE 10th DAY OF THE MONTH FOLLOWING THE REPORTING MONTH. WORK REPORTS WILL NOT BE ACCEPTED WITHOUT FOREMAN'S SIGNATURE.

TRAINEE RATING FORM

TO BE FILLED OUT AND RETURNED UPON TERMINATION

Trainee Name _____

Place a check in the most appropriate box in each of the five categories

I Skill – Quality Inspection Workmanship Accuracy Waste Ability	Just Gets By	Acceptable	Average	Good	High	Excellent
II Performance Quality Production Effort Output Attendance Tardiness	Slow Late	Doesn't Work to Capacity	Steady Makes Effort	Good	Fast Dependable	Exceptional Cuts Corners
III Knowledge Judgement Supervision Experience Initiative, Common Sense Ability to Learn	Doesn't Remember	Slow Learner	Shows Progress	Good	Needs Little Supervision	Leadership Potential
IV Interest Motivation Pride Goals, Enthusiasm, Willingness	No Drive	Occasional Interest	Wants to Learn	Eager Shows Initiative	Seeks Challenge	Aggressive
V Conduct Personality Attitude, Temperment, Understanding	Stubborn Uncooperative	Sulky Resents Criticism	Pleasant Gets Along	Accepts Criticism Seeks Advice	Good Team Worker	Enthusiastic Good Influence

Number of Tools None Few Some Many Most

Condition of Tools Bad Poor Fair Good Excellent

Supervisor or Foreman's Signature _____

Date _____

Comments _____

Company Name _____