

IBEW Local Union No. 8
Construction Wireman/Construction Electrician - Weekly Work Reports

This report will allow Local 8 to better track NORA jobs and what type of work is being performed. In addition, it will allow us to track your hours in each category to make sure you are getting proper exposure to further your electrical career. Your participation is vital.

Name: _____

Phone: _____

CW/CE Level: _____

Week Ending Date: _____

*The week ends on Sunday

Please fill the following information with the job/location, hours worked, and your work experience for the day (use table below). If you work on different things that day, please use the second line to list out your day.

Work Day	Job / Location	Work Performed	Hours Worked
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

WORK EXPERIENCE					
A – Project Layout & Planning	B – Underground Installations	C – Thinwall Conduit Raceway Systems	D – Rigid Conduit Raceway Systems	E – Installing Services, Switchboards, & Panels	F – Installing, Splicing & Terminating Wires/Cables
G – Lighting Installations	H – Testing & Troubleshooting	I – Fire Alarm Installation	J – Security, Sound, & Fiber	K – Installing & Terminating Transformers	L – Material Handling & Pre-Fabrication
M – Truck Driver	N – Residential Work	O – Other (Explain)	NW – No Work	HD – Holiday	DO – Day Off
VD – Vacation Day	SD – Sick Day	ID – Injured	MA – Medical Appointment	SU – 2 hr Show Up	Racking & Modules

Complete form then send to Local 8 by email to info@ibew8.org.
 Additional forms/ Fill & Sign PDF is available at www.ibew8.org under the Organizing Tab.

CW/CE "On-the-Job" Evaluation

Instructions: Everyone involved in the CW/CE's training should evaluate him/her.

(J= Journeyman, F= Foreman, E= Employer). Please rate the CW/CE on all 10 factors listed below. Consider each factor separately. Please rate the CW/CE from 1 – 5 on each factor by entering the corresponding number in the box that corresponds to your job title.

Consider the length of time in the program and give your honest evaluation.

1 – Poor 2 – Below Average 3 – Average 4 – Above Average 5 – Excellent (or Equivalent)									
** 3 is grading of performing as expected**									
ATTENDANCE	J	F	E	EFFICIENCY OF WORK	J	F	E		
J, F or E Comments:									
ATTITUDE	J	F	E	DEPENDABILITY (on-the job Performance)	J	F	E		
J, F or E Comments:									
INITIATIVE	J	F	E	INTEREST	J	F	E		
J, F or E Comments:									
COOPERATION AND CONDUCT (Ability to work with others)	J	F	E	SAFETY AND SAFE PRACTICES	J	F	E		
J, F or E Comments:									
ADAPTABILITY (Ability to learn and understand verbal instruction)	J	F	E	QUALITY AND ACCURACY	J	F	E		
J, F or E Comments:									
Have you reviewed this report with the CW/CE? ____ Yes or ____ No If No – Why not.....									
How long has this CW/CE worked with you? _____									