P.O. Box 11901
Spokane Valley, WA 99211
(509) 534-0502
Fax (509) 534-0503
nwagcapprenticeship.org

APPRENTICE APPLICATION LETTER

Heavy Equipment Operator

Thank you for your interest in the Inland Northwest Chapter, Associated General Contractors Operator Apprenticeship Program. A career as an Operator is challenging, diverse and fulfilling, both in terms of personal rewards and monetary benefits.

Before applying, we feel it is important that every applicant fully understand the requirements of the Apprenticeship Program.

The term of apprenticeship for this program is 6,000 hours. Applicants selected to take part in the apprenticeship program will receive a combination of 6,000 on-the-job training hours while employed by various training agents, and 200 hours per year related instruction taught by Program Journey Level instructors. The Apprentice must successfully complete both requirements to become a recognized Journey Level Construction Equipment Operator.

An Operator operates, maintains and repairs many types of heavy construction equipment. The job requires excellent eyesight, hand-eye coordination, muscular coordination and ability to perform routine repetitive work while remaining mentally and physically alert. At times, the work will be performed while sitting, standing, walking and climbing. Since work is often performed outdoors, Operators are exposed to extreme weather conditions. The work is outdoors and can depend on weather, therefore employment is seasonal. The work may also require the apprentice to be on rotational shifts.

The Apprenticeship Program sponsor is located in Spokane, Washington. The apprentice must be able to provide reliable transportation and meet the minimum requirements as identified. The Apprenticeship Program does not reimburse Apprentices for travel expenses. In addition, any classes taken are at the expense of the apprentice, and upon successful completion employer reimbursement may be available.

Minimum Qualifications for Applicants

Age:	**Shall be 18 years of age at time of application**
Education:	**Must have a High School Diploma or GED**
Physical:	**Must be able to meet needs of trade.**
Other:	**Must have a valid driver's license and dependable transportation. Must possess or be able to obtain a social security card and/or immigration work permit or green card. Applicants must be able to write and speak the English language proficiently enough to complete the required course of study.**

Application Process Included the Following:

Part One: Apprenticeship Application Letter
Part Two: Apprenticeship Application (Maximum of 50 points)
Part Three: Application Questionnaire (Maximum of 10 points)
Part Four: Apprenticeship Interview Questionnaire (Maximum of 40 points)

Parts Two and Three of the application process will be reviewed during interview process. Upon completion of the interview the applicants will be placed on a list in accordance to their total evaluation points (Maximum evaluation points is 100). The established list will then remain active for a period of two years.

Applicants should be aware that they will be required to take a pre-employment drug test as part of the minimum qualification (registration), a condition of employment and that the employer may also require random drug tests.

The current average hourly rate for beginning apprentices is approximately 60% of the Operator hourly rate of pay, plus fringe benefits. With satisfactory progress in their training, apprentices will receive wage increases throughout the period of training.

Thank you again for your interest in applying for the Inland Northwest Chapter, Associated General Contractors Operator Apprenticeship Program. We hope that the information in this letter is provided you with a clear, comprehensive view of a challenging and exciting opportunity.

P.O. Box 11901
Spokane Valley, WA 99211
(509) 534-0502
Fax (509) 534-0503
nwagcapprenticeship.org

APPLICATION FOR APPRENTICESHIP

Apprenticeship Program Applying for: ☐ Carpenter ☐ Heavy Equipment Operator ☐ Laborer

Applicants Name		Social Security No.(for ID only)	
Address		Date of Birth / /	Military Status Vet: ☐ Yes ☐ No
City	State	Zip	Phone Number

APPLICANT'S SCHOOL EXPERIENCE

List additional training on separate sheet if necessary.

High School No.of Yrs	Date Finished / /	Name of School	City	State
Additional Schooling No.of Yrs	Date Finished / /	Name of School	City	State
Additional Training	Date / /	Type of Training	Provider/Location	
Additional Training	Date / /	Type of Training	Provider/Location	

APPLICANT'S WORK EXPERIENCE

List the name/ address of each employer for whom you have worked, including military service. List present employer first.
List additional work experience on separate sheet if necessary.

Firm Name & Address	Nature of Work	Date of Employment	Number of Months
		From ____/____/_____ To ____/____/_____	
		From ____/____/_____ To ____/____/_____	
		From ____/____/_____ To ____/____/_____	
		From ____/____/_____ To ____/____/_____	

DEMOGRAPHIC INFORMATION *(OPTIONAL)*

Please check the ones that apply to you *(this is for our Equal Employment Opportunity tracking requested by the State of Wash. Apprenticeship Council)*

Sex	Race
☐ Male ☐ Female	☐ Caucasian ☐ Hispanic ☐ Native American ☐ Black ☐ Asian ☐ Other

REFERENCES *(OPTIONAL)*

Name	Relationship	Phone No.
Name	Relationship	Phone No.
Name	Relationship	Phone No.

Applicants Legal Signature	Date

For Internal Use Only		
Date Received / /	Received By	Checklist Complete

P.O. Box 11901
Spokane Valley, WA 99211
(509) 534-0502
Fax (509) 534-0503
nwagcapprenticeship.org

Heavy Equipment Operator Apprentice Job Analysis

Summary/Objective

The heavy equipment operator operates a variety of contractor equipment and trucks used in construction.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Operates trucks of various sizes and weights in the loading, hauling and unloading of various equipment, materials and supplies.
2. Operates construction or power equipment, Dozers, Pushcarts, Track type loaders, Track type backhoes, Track type paving machines-concrete & asphalt, Track type trenching equipment, screeds, Scrapers, Rubber tire loaders, Motor graders, Truck-tractor and trailers, Rubber tire dozers, Rubber tire backhoes, Rubber tired asphalt, dirt and/or compactor roller, Combination backhoe-loaders, Rubber tire trenchers, Rubber tired paving machines, brooms, Cranes-all (including draglines, clam shells, & pile drivers), Tower cranes, A-frames, Fork lifts, Pavement breakers, Other self-propelled boom type lifting devices, asphalt plants, Crusher plants, Washing & screening plants, Concrete plants and supportive equipment, Concrete pumps, Concrete saws, Set up-tear down, welding, cutting, fabrication, Lubrication and preventative maintenance, Power generating plants.
3. Performs routine inspection and preventive maintenance on equipment.
4. Performs all duties in conformance to appropriate safety and security standards.

Competencies

1. Technical Capacity.
2. Time Management.
3. Thoroughness.
4. Customer/Client Focus.

Work Environment

While performing the duties of this job, the apprentice regularly works in outside weather conditions. The apprentice frequently works near moving mechanical parts, and is frequently exposed to wet or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risks of electrical shock. The noise level in the work environment is usually loud.

P.O. Box 11901
Spokane Valley, WA 99211
(509) 534-0502
Fax (509) 534-0503
nwagcapprenticeship.org

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the apprentice is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The apprentice is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, and crawl.

The apprentice must be able to lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

Required Education and Experience

1. Graduation from high school or GED equivalent.

Additional Eligibility Qualifications

1. Valid Driver's License.
2. Social Security Card
3. Proof of education (GED, High School Diploma, or Transcripts)

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Applicant initials below constitutes the apprentice's understanding of the requirements, essential functions and duties of the position.

Initial _____

P.O. Box 11901
Spokane Valley, WA 99211
(509) 534-0502
Fax (509) 534-0503
nwagcapprenticeship.org

APPLICATION FOR APPRENTICESHIP (Q&A)

Heavy Equipment Operator

This application is to be completed and returned to: Inland Northwest Associated General Contractors Apprenticeship Program, 2110 N. Fancher Road, Spokane Valley, Washington. Zip Code: 99212

Date: _____

Name: _____
Last First Middle

Upon acceptance into the Apprentice Program, can you provide proof of age? **Yes/No**_____

Are you aware that you will be required to take a pre-employment drug test and that the training agent employers may require random drug testing? **Yes/No**_____

How did you hear about us? _____

EDUCATION

1. [ ] GED (4 points)
2. [ ] High School Diploma (5 points)
3. [ ] One Year of College/Technical School completed (1 point)
4. [ ] Two or more years of College/Technical School completed (1 point)

TRAINING (Any)

5. [ ] One to eight hours (1 point)
6. [ ] Eight to sixteen hours (2 points)
7. [ ] Seventeen to twenty four hours (3 points)
8. [ ] Twenty five or more hours (4 points)

MILITARY SERVICE

9. [ ] Discharged with less than honorable (1 point)
10. [ ] Honorable Discharge (4 points)
11. [ ] Active National Guard (4 points)

TRANSPORTATION

11. Do you have access to reliable transportation? Yes ___(1 points) No ____(0 points)

12. Do you have a valid driver's license? Yes ___(2 points) No___(0 points)

P.O. Box 11901
Spokane Valley, WA 99211
(509) 534-0502
Fax (509) 534-0503
nwagcapprenticeship.org

REFERENCES

13. Please provide the names and addresses of three persons, other than relatives, who have known you for at least 3 years. (1 point for each reference)

Name	Address	Telephone
Name	Address	Telephone
Name	Address	Telephone

CONSTRUCTION KNOWLEDGE

14. a. Family member in construction? Yes ___(1 points) No ____(0 points)
    b. Someone you know as a Heavy Equipment Operator _____ (1 point)
    c. Which of the following do you feel are good reasons to work as an Operator? You may select more than one. (1 point total)

___Wages ___Benefits ___Sense of Accomplishment

WAGES

15. In your previous work experience, how many months did you receive a wage for your work? [ ] 0 – 6 months earning wages (0 points)
    [ ] 7 months – 18 months earning wages (3 points)
    [ ] 19 months – 30 months earning wages (6 points)
    [ ] 31 months – 48 months earning wages (9 points)
    [ ] 48 months or more (12 points)

PREVIOUS WORK EXPERIENCE

16. Previous work experience (Paid or not paid)
    [ ] Volunteer (4 points)
    [ ] 6 months – 1 year work experience (1 point)
    [ ] 13 months – 2 years work experience (3 points)
    [ ] 25 months – 3 years of work experience (6 points)
    [ ] 37 months or more work experience (10 points)

P.O. Box 11901
Spokane Valley, WA 99211
(509) 534-0502
Fax (509) 534-0503
nwagcapprenticeship.org

INTEREST

17. Among the following reasons for applying to the Apprentice Program, which are important to you? (Please check all that apply)
    - [ ] I like challenging work
    - [ ] I like to work with my hands
    - [ ] I have family/friends in the construction field.
    - [ ] I like to operate machinery
    - [ ] I see an opportunity for advancement.
    - [ ] I have experience in a related field.

18. Assume you are selected as an apprentice. Would you: (check only one answer and if none apply leave all blank)
    - [ ] Explain to your present employer that you must give a two week notice before quitting.
    - [ ] Make whatever arrangements are necessary and report to the job assignment on Monday.
    - [ ] Ask questions about the job duties and location of the jobsite and then decide whether or not to accept the job.
    - [ ] Accept the job, find out about it first-hand and then quit if you did not like it.

19. Which of the following do you expect to be true five years from now? (Check only one answer – in none apply leave all blank)
    - [ ] I expect to be working as an operator in the field locally.
    - [ ] I expect to be in the military
    - [ ] I expect to be working elsewhere, but as an operator.
    - [ ] I expect to be a full time student.
    - [ ] I expect to be working, but not as an operator
    - [ ] I expect to be unemployed.

MAXIMUM TOTAL POINTS: 50 **TOTAL POINTS:** _____

Comm. Member/Coordinator _____ Date: _____

2/7/06

P.O. Box 11901
Spokane Valley, WA 99211
(509) 534-0502
Fax (509) 534-0503
nwagcapprenticeship.org

APPRENTICESHIP INTERVIEW QUESTIONS

Heavy Equipment Operator

Applicant:_____ **Date:**_____

1. **Describe your training and special schools as they pertain to this position. (4 points)**

2. **Describe any physical conditions that would limit you from performing the responsibilities of this position, including excessive walking, lifting and movement of heavy items, stairs climbing, or ladder work. (2 points)**

3. **Tell about your responsibilities in your previous (or current) job. What did you like most and why? Also, what did you like least and why? (4 points)**

4. **How would you describe yourself as an employee? Your strengths? If you could improve in one area, what would it be? How would your last supervisor describe you? (4 points)**

5. **Describe a time when you were asked to do a task you knew nothing about or a time when you had to solve an extremely difficult problem. (4 points)**

6. **Have you worked a job where your output was measured? How did you feel about being measured or rated? (2 points)**

P.O. Box 11901
Spokane Valley, WA 99211
(509) 534-0502
Fax (509) 534-0503
nwagcapprenticeship.org

7. Describe the main features of the following safety programs and your work experience with them:

- **Lockout/Tag out: (1 point)**

- **Infection Control (1 point)**

- **Hazard Communication Program/MSDS: (1 point)**

- **Confined Space Entry Program (1 point)**

8. Describe your experience(s) with operating heavy equipment (4 points)

9. What does teamwork mean to you? (4 points)

10. If this apprenticeship opportunity was between you and one other applicant, why should you be chosen? (4 points)

P.O. Box 11901
Spokane Valley, WA 99211
(509) 534-0502
Fax (509) 534-0503
nwagcapprenticeship.org

11. For the following questions provide the applicant with the attached form to make the appropriate selections

A. Electrical Code: (1 point of all answers correct)
B. What is a Pre-Trip Inspection (1 point)
C. Free wheeling (1 point)
D. Purpose of back-up alarm (1 point)

11A. Identify the wiring code by placing the correct letter adjacent to the description below. (A=White, B=Black, C=Green)

_____Ground _____Hot _____Common

11B. What is a Pre-trip inspection?

11C. What is Free-Wheeling?

11D. Purpose of the Back-Up Alarm

MAXIMUM POINTS: 40 **TOTAL POINTS:_____**

Comm. Member/Coordinator:_____ Date:_____

P.O. Box 11901
Spokane Valley, WA 99211
(509) 534-0502
Fax (509) 534-0503
nwagcapprenticeship.org

APPLICANT QUESTIONNAIRE

Heavy Equipment Operator

Name:_____ Date:_____

Instructions: Check whether you have performed the following:

DIRECT and RELATED EXPERIENCE:

1. Yes [ ] No [ ] Did landscape work using small powered equipment
2. Yes [ ] No [ ] Changed oil in a car or pickup
3. Yes [ ] No [ ] Operated farm equipment such as plow, cultivator.
4. Yes [ ] No [ ] Operated a snow plow.
5. Yes [ ] No [ ] Operated a front loader.
6. Yes [ ] No [ ] Changed spark plug on a lawn mower.
7. Yes [ ] No [ ] Operated a riding lawn mower.
8. Yes [ ] No [ ] Worked as a member of a maintenance department.
9. Yes [ ] No [ ] Worked as an electrician helper.
10. Yes [ ] No [ ] Checked, changed fluids, greased or lubricated a car or pickup.
11. Yes [ ] No [ ] Changed brakes on a car or pickup.
12. Yes [ ] No [ ] Had military MOS as heavy equipment operator or mechanic.
13. Yes [ ] No [ ] Worked in a confined space.
14. Yes [ ] No [ ] Changed an electrical outlet.
15. Yes [ ] No [ ] Worked on some aspects of a building structure such as footings, ceilings, roofs, walls, floors.
16. Yes [ ] No [ ] Made watertight connections in a plumbing system.
17. Yes [ ] No [ ] Light pilot light on furnace/hot water tank.
18. Yes [ ] No [ ] Worked as a laborer.
19. Yes [ ] No [ ] Changed washers on faucets or installed new faucets.
20. Yes [ ] No [ ] Painted the exterior of a house.
21. Yes [ ] No [ ] taken sink pipes apart.
22. Yes [ ] No [ ] Worked as a construction craftsman other than operator (ironworker, carpenter, etc.)
23. Yes [ ] No [ ] Have changed out or repaired bathroom fixtures.
24. Yes [ ] No [ ] Climbed ladder higher than two (2) stories.
25. Yes [ ] No [ ] Worked on automatic sensor bathroom fixtures.

P.O. Box 11901
Spokane Valley, WA 99211
(509) 534-0502
Fax (509) 534-0503
nwagcapprenticeship.org

MECHANICAL EXPERIENCE

26. Yes [ ] No [ ] Changed an air filter in a car or pickup.
27. Yes [ ] No [ ] Changed and/or repaired a tire.
28. Yes [ ] No [ ] Fixed a small motor.
29. Yes [ ] No [ ] Cared for machines, keeping them oiled and cleaned.
30. Yes [ ] No [ ] Used long handle tools, such as hoes, shovels, picks, axes.
31. Yes [ ] No [ ] Changed fuses in electrical fuse box.
32. Yes [ ] No [ ] Performed routine maintenance on pneumatic equipment.
33. Yes [ ] No [ ] Installed, replaced or repaired simple or complex building mechanical systems or equipment such as hating, lighting, refrigeration and plumbing.
34. Yes [ ] No [ ] Used hand held power tools such as electrical and air tools.
35. Yes [ ] No [ ] Restored automotive vehicle.
36. Yes [ ] No [ ] Repaired home appliances such as refrigerator, stove, mixer.
37. Yes [ ] No [ ] Kept tools cleaned and in prime working condition.
38. Yes [ ] No [ ] Worked with small hand tools to assemble or disassemble items to make repairs.
39. Yes [ ] No [ ] Repaired equipment such as tractors, plows and mowers.
40. Yes [ ] No [ ] Repaired an item by welding or soldering.
41. Yes [ ] No [ ] Sawed lumber for shelves.
42. Yes [ ] No [ ] Replaced glass window pane.
43. Yes [ ] No [ ] Did minor tune-ups on cars/pickups replacing spark plugs and/or points.
44. Yes [ ] No [ ] Repaired or overhauled small engines such as lawn mowers or chain saws.
45. Yes [ ] No [ ] Changed fuse under dash in car or pickup.
46. Yes [ ] No [ ] Operated heavy duty power equipment such as pumps, compressors or generators.
47. Yes [ ] No [ ] Fixed and changed tail light bulb.

DRIVING

48. Yes [ ] No [ ] Drove a vehicle with a manual gear shift.
49. Yes [ ] No [ ] Drove a vehicle such as taxicab, messenger van or delivery truck.
50. Yes [ ] No [ ] Drove long distances occasionally requiring overnight stay.
51. Yes [ ] No [ ] Drove a commercially rated truck such as dump, cartage, ready mix.
52. Yes [ ] No [ ] Operated a bus.
53. Yes [ ] No [ ] Drove a truck with a trailer.
54. Yes [ ] No [ ] Worked for long periods of time seated at desk or console.
55. Yes [ ] No [ ] Work in an area with continuous machine noise.
56. Yes [ ] No [ ] Worked under low temperature conditions where it could be uncomfortable even through appropriate clothing could be worn.
57. Yes [ ] No [ ] Worked outdoors exposed to all weather conditions such as rain, heat, cold or mud.
58. Yes [ ] No [ ] Performed work requiring to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
59. Yes [ ] No [ ] Worked under continuous distractions, interruptions or other disturbances.
60. Yes [ ] No [ ] Climbed and worked aloft with hand tools.
61. Yes [ ] No [ ] Frequently lifted and/or carried objects weighing 50 lbs. or more – very heavy work.

P.O. Box 11901
Spokane Valley, WA 99211
(509) 534-0502
Fax (509) 534-0503
nwagcapprenticeship.org

62. Yes [ ] No [ ] Worked in awkward and confining work space such as body cramped and uncomfortable.
63. Yes [ ] No [ ] Worked in continuous high temperature conditions where a person could experience severe discomfort or heat stress such as 80-90 degrees F or above.
64. Yes [ ] No [ ] Worked where noise was sufficient to cause distractions and vibration of the body such as air hammer or driving a truck on a rough surface.
65. Yes [ ] No [ ] Loaded tools, materials or equipment on trucks and drove to work locations.
66. Yes [ ] No [ ] Seal coated a driveway.
67. Yes [ ] No [ ] Worked where personal safety required attention to safety procedures such as wearing a hard hat, safety glasses or special shoes.

TRAINING

68. Yes [ ] No [ ] Successfully completed a course in machine shop practice.
69. Yes [ ] No [ ] Received certification in a craft. If yes, List _____
70. Yes [ ] No [ ] Successfully completed a course in electricity.
71. Yes [ ] No [ ] Successfully completed a course in mechanics.
72. Yes [ ] No [ ] Successfully completed a course in heavy equipment operation, e.g. military or commercial.
73. Yes [ ] No [ ] Successfully completed a course in welding.
74. Yes [ ] No [ ] Successfully completed a course in blueprint reading.
75. Yes [ ] No [ ] Successfully completed a course in hydraulics.
76. Yes [ ] No [ ] Successfully completed a course in diesel mechanics.
77. Yes [ ] No [ ] Successfully completed a course in vocational shop.

MACHINE

78. Yes [ ] No [ ] Manually controlled or guided materials being processed such as sewing machine, jig saw, etc.
79. Yes [ ] No [ ] Used manually powered tools or instruments to perform very accurate or precise operations such as engraver or watchmaker.
80. Yes [ ] No [ ] Started, stopped, controlled and adjusted the working of a machine or piece of equipment, observing gauges and turning valves to regulate operations.
81. Yes [ ] No [ ] Operated automatic machinery.
82. Yes [ ] No [ ] Operated machinery in a shop such as saw, lathe, punch press.

DATA

83. Yes [ ] No [ ] Prepared and maintained statistical records and reports requiring use of math or make calculations.
84. Yes [ ] No [ ] Worked from complex schematic drawings such as blueprints and circuit diagrams to determine work to be performed and proper sequence of tasks.
85. Yes [ ] No [ ] Used drafting equipment and materials.
86. Yes [ ] No [ ] Estimated time required to get a job done.
87. Yes [ ] No [ ] Interpreted a variety of technical instruction and/or materials in books, manuals, catalogs or texts.
88. Yes [ ] No [ ] Took readings or registers, meters and similar recording equipment.
89. Yes [ ] No [ ] Wrote instructions and specifications concerning proper use of equipment, tools and machinery.

P.O. Box 11901
Spokane Valley, WA 99211
(509) 534-0502
Fax (509) 534-0503
nwagcapprenticeship.org

90. Yes [ ] No [ ] Read and worked with orders, equipment records and related forms.
91. Yes [ ] No [ ] Prepared service orders and other forms specifying work that needed to be done.

MATH

92. Yes [ ] No [ ] Used arithmetic to add, subtract, multiply and divide.
93. Yes [ ] No [ ] Made arithmetic calculations involving fractions, decimals, percentages and proportions.
94. Yes [ ] No [ ] Performed algebraic and geometric procedures in standard practical applications.
95. Yes [ ] No [ ] Estimated the quantity of objects without direct measurements including size, weight, volume, length and thickness.

PEOPLE

96. Yes [ ] No [ ] Communicated with others by phone to relay or receive any type of information quickly and accurately.
97. Yes [ ] No [ ] Gave and/or received information of non-routine nature.
98. Yes [ ] No [ ] Made arrangements for delivery and installation of services or products so that time schedule is satisfactory to company and customers.
99. Yes [ ] No [ ] Dealt with others to reach agreement or solution.
100. Yes [ ] No [ ] Worked with individuals or groups in unpleasant or strained situations.
101. Yes [ ] No [ ] Worked in situations where attempts to deal with problems or achieve job objectives were disrupted or blocked.
102. Yes [ ] No [ ] Worked individually with no conversation to complete task.

TIME

103. Yes [ ] No [ ] Took training or worked away from home overnight on temporary assignment.
104. Yes [ ] No [ ] Regularly met urgent time pressures and deadlines such as rush jobs, etc.
105. Yes [ ] No [ ] Worked changing shifts.
106. Yes [ ] No [ ] Worked evenings, night shift, overtime or extra hours.
107. Yes [ ] No [ ] Worked irregular hours.
108. Yes [ ] No [ ] Worked part-time while going to school such as newspaper route or fast food restaurants, weekends on a fairly routine basis.

P.O. Box 11901
Spokane Valley, WA 99211
(509) 534-0502
Fax (509) 534-0503
nwagcapprenticeship.org

SUPERVISION

109. Yes [ ] No [ ] Paid attention to machine or equipment to see that it was running properly.
110. Yes [ ] No [ ] Received and followed work assignments from others.
111. Yes [ ] No [ ] Gave careful attention to various details making sure nothing was left undone.
112. Yes [ ] No [ ] Worked where some leeway in procedures and methods used to get the job done was allowed.
113. Yes [ ] No [ ] Worked independently with minimum of supervision.
114. Yes [ ] No [ ] Did work where you need to find out what the problems really was or what directions needed to be pursued in dealing with it.
115. Yes [ ] No [ ] Worked where product or service as specified but you have complete freedom or work out your own ways of getting the job done such as selection of tools, sequence of operations and obtaining important information.
116. Yes [ ] No [ ] Performed many routine tasks over and over everyday.
117. Yes [ ] No [ ] Followed specific set of procedures or routines in order to do the work right.

---

0 – 10 Yes responses	0 points
11 – 20 Yes responses	1 point
21 – 30 Yes responses	2 points
31 – 40 Yes responses	3 points
41 – 50 Yes responses	4 points
51 – 60 Yes responses	5 points
61 – 70 Yes responses	6 points
71 – 80 Yes responses	7 points
81 – 90 Yes responses	8 points
91 – 100 Yes responses	9 points
101 or more Yes responses	10 points

TOTAL "YES" RESPONSES:_____

TOTAL POINTS:_____

Comm.Member/Coordinator_____Date:_____