

# Production Trainee

## Monthly Progress Report



Need Forms

Address Change

**Due on the 1st of the following month**

Month <input type="text"/>	Day	Assembly & Fabrication			Welding			Misc.		
		A	B	C	A	B	C	A	B	C
Year <input type="text"/>	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									
<b>Monthly Totals</b>										

Trainee Name (print) \_\_\_\_\_

Trainee Signature \_\_\_\_\_

Street Address \_\_\_\_\_

City State Zipcode \_\_\_\_\_

Phone \_\_\_\_\_

**Trainee Self Evaluation**

Attendance	1	2	3	4	5	6	7	8	9	10
Aptitude	1	2	3	4	5	6	7	8	9	10
Initiative	1	2	3	4	5	6	7	8	9	10
Team Player	1	2	3	4	5	6	7	8	9	10

1=Poor 5=Average 10=Exceptional (circle)

Contractor/Employer \_\_\_\_\_

Supervisor Name (print) Phone Number \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

**Supervisor Evaluation**

Attendance	1	2	3	4	5	6	7	8	9	10
Aptitude	1	2	3	4	5	6	7	8	9	10
Initiative	1	2	3	4	5	6	7	8	9	10
Team Player	1	2	3	4	5	6	7	8	9	10

1=Poor 5=Average 10=Exceptional (circle)

Supervisor Comments \_\_\_\_\_

Forms and Additional Information can be found on our webpage  
[www.sheetmetal-16.org](http://www.sheetmetal-16.org)

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HVAC & Metals  
Institute- Portland

2379 NE 178th Ave  
Portland, OR 97230  
(503) 257-1022  
(800) 475-3205  
(503) 257-1302 Fax  
(800) 475-3206 Fax

HVAC & Metals  
Institute- Eugene

4748 Franklin Blvd  
Eugene, OR 97403  
(541) 988-3339  
(541) 988-2022 Fax

Local 16 Portland

2379 NE 178th Ave  
Suite 16  
Portland, OR 97230  
(503) 254-0123  
(503) 254-0157 Fax  
[www.smw16.org](http://www.smw16.org)

Local 16 Eugene

4748 Franklin Blvd  
Eugene, OR 97403  
(541) 746-7626  
(541) 746-7522 Fax  
[www.smw16.org](http://www.smw16.org)

Employee Assistance Program

William C. Earhart

Oregon Employment Division

Oregon Employment Division Weekly Call Line

Washington Employment Division

Washington Employment Division Weekly Call Line

(800) 255-5255 or (503) 215-3561

(503) 282-5581

New claims call (800) 877-1781

(503) 224-0405

(800) 362-4636

(800) 318-6022

Existing claims call (800) 436-6191

Staff - Portland branch:

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Connie DelRossi

Kevin Roth

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