

PROGRESS REPORT FOR COMMUNITY WORK SITE

7/99, 9/99

NAME _____

REPORTING PERIOD _____

PROGRAM _____

POSITION/DUTIES _____

INDIVIDUAL OBJECTIVE(S) _____

SKILL AREA	almost never	occasionally	often	usually	almost always	COMMENTS
	0-10%	33%	50%	75%	95-100%	
neat/appropriate grooming & clothing						
displays personal cleanliness						
willing to do assigned tasks						
willing to learn new tasks/skills						
learns new work skills (in reasonable time)						
keeps busy/seeks additional work as needed						
arrives & returns from breaks promptly						
able to follow directions						
willing to follow directions						
maintains concentration/attention to task						
works at an acceptable pace						
maintains a steady pace throughout the day						
completes tasks						
completes tasks accurately						
responds appropriately to supervision/direction						
effectively communicates problems/mistakes						
asks for assistance when appropriate (as needed)						
accepts constructive feedback/admits mistakes						
interacts positively & appropriately with others						
cooperates/compromises appropriately						
maintains emotional consistency & control						
displays positive attitude						
overall: produces acceptable quantity of work						
overall: produces acceptable quality of work						
attends regularly (unless excused)						

COMMENTS/INFORMATION _____

PROVIDER NAME & TITLE _____ DATE _____

