

Career Development Project Job Coach Progress Report

<i>Name:</i> _____	<i>Dates:</i> _____
<i>Position:</i> _____	<i>Duration at Site:</i> _____ <i>Total Hours</i>
<i>Business:</i> _____	<i>Hours Worked:</i> _____ to _____

Job Performance Rating:				
(0)	(1)	(2)	(3)	(4)
No opportunity for observation	Did not meet industry standards	Inconsistently met industry standards	Consistently met industry standards	Consistently exceeded industry standards

	DAY	1	2	Comments
1. WORK BEHAVIORS AND ATTITUDES				
Attendance & Punctuality: Present except when excused for legitimate reason; when absent contacts supervisor. Promptness for reporting to work and from lunches and breaks during the workday.				
Appearance: Clean, well groomed, appropriately dressed and remains reasonably so throughout the day.				
Attitude & Motivation: Initiative, drive to perform and follow through on assigned task.				
Independent Functioning: Amount of supervision required when working on a familiar mastered task.				
Environmental Orientation: Ability to travel through a work environment.				
Attention to Task/Concentration: The ability to maintain work pace and attention in response to movement and/or noise in the environment.				
Flexibility: The ability to accept and adapt to changes in routine.				
Judgment: The ability to make decisions based on non-routine variables.				
Interfering Behaviors: Disruptive or inappropriate behavior, use of manners, or language.				

2. INTERPERSONAL RELATIONS				
	DAY	1	2	Comments
Peer Relations: Communication, interaction and attitude toward co-workers				
Response to Supervision & Correction: Ability to accept and use constructive criticism to make changes in performance.				
Cooperation & Teamwork: Ability to work as part of a team and get along with others.				
3. WORK PERFORMANCE SKILLS				
Work Quantity: The ability to maintain a rate of work or assigned tasks (without assistance).				
Work Quality: The ability to independently maintain production standards of neatness and accuracy of product or task completed.				
Work Endurance/Stamina: The ability to maintain a consistent work pace for a full day.				
Safety Awareness: Consistently observes all workplace rules and safety precautions.				
Sequencing: The ability to learn and perform a series of tasks in a pattern to complete a job cycle of a job (with no assistance).				
Improvement with Repetition: The ability to increase quality and speed with repeated efforts.				

Additional Comments:

Job Coach: _____ Date: _____