

JOB READINESS and WORK ETHIC TRAINING
Attendance and Progress Report

Counselor: _____ Consumer: _____

Vendor: _____ Month of: _____

Please circle each day of the month consumer was present

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

Notify the counselor if the consumer is absent for more then 3 days

Rating Codes: 1-excellent 2-Good 3-Average 4-Fair 6-Unsatisfactory

A. Personal & work habits

Appearance _____

Interest in Work _____

Attitude _____

Work Habits _____

B. Performance

Preparation _____

Participation _____

Attentiveness _____

Performance _____

Follows Instructions _____

Progress _____

C. Other tasks

D. Employability (check one)

Good _____

Unknown _____

Not Probable at this time _____

Summary / Comments (use additional paper if needed and attach):

Vendor Staff: _____ Date: _____

Consumer: _____ Date: _____