RE:1

October 2012

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 than 3 days

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

1. Personal & work habits

Appearance Interest in Work

Attitude Work Habits

1. Performance

Preparation Participation

Attentiveness Performance

Follows Instructions Progress

1. Other tasks

1. Employability (check one)

Good Unknown Not Probable at this time

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

Vendor Staff: Date:

Consumer: Date: