

### STUDENT PROGRESS REPORT

Date:
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Student Name:	
Employer Work Site:	
Student's Work Site Position:	Contact Name:

**Please evaluate the student on a scale of "1" to "5":**

1	2	3	4	5
Not Satisfactory	Needs Improvement	Average	Above Average	Mastery

1	2	3	4	5	Job Skills:
___	___	___	___	___	1. Accepts and follows instructions
___	___	___	___	___	2. Shows interest and ability to learn
___	___	___	___	___	3. Works carefully and efficiently
___	___	___	___	___	4. Completes work assignments on time
___	___	___	___	___	6. Attitude toward work
___	___	___	___	___	7. Attendance and promptness
___	___	___	___	___	8. Care of work space
___	___	___	___	___	9. Care of materials and equipment
___	___	___	___	___	10. Attitude toward co-workers
___	___	___	___	___	11. Attitude toward supervisor
___	___	___	___	___	12. Personal appearance; grooming; dress is appropriate
___	___	___	___	___	13. Takes initiative and shows enthusiasm
___	___	___	___	___	14. Demonstrates problem-solving skills
___	___	___	___	___	15. Treats customers/clients courteously

Please evaluate the student on a scale of "1" to "5":

1 Not Satisfactory	2 Needs Improvement	3 Average	4 Above Average	5 Mastery
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|---|---|---|---|---|-------------------------------------|
| 1 | 2 | 3 | 4 | 5 | <b>Job Skills:</b>                  |
| — | — | — | — | — | 16. Is honest                       |
| — | — | — | — | — | 17. Asks for help when needed       |
| — | — | — | — | — | 18. Follows safety procedures       |
| — | — | — | — | — | 19. Shows maturity                  |
| — | — | — | — | — | 20. Shows patience and self control |
| — | — | — | — | — | 21. Uses proper language            |
| — | — | — | — | — | 22. Is cooperative                  |
| — | — | — | — | — | 23. Is responsible                  |

**Comments:** \_\_\_\_\_  
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Student Signature:	Date:
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Employer Signature:	Date:
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