

# Progress Report & Time Sheet for Occupational Skills Training

Trainee: \_\_\_\_\_

Job Title: \_\_\_\_\_

*Rating Scale: NI – Needs Improvement, SL – Still Learning, C – Competent*

Job Skill	Rating (NI, SL, C)	Comments
<p><b>Soft Skills:</b></p> <ul style="list-style-type: none"> <li>Develops &amp; maintains relationships with co-workers.</li> <li>Exhibits honesty &amp; integrity.</li> <li>Responds appropriately to supervision.</li> <li>Asks questions for clarification when needed.</li> <li>Corrects mistakes independently.</li> </ul>		
<p><b>Job Retention Skills:</b></p> <ul style="list-style-type: none"> <li>Consistently reports to work as scheduled and on time.</li> <li>Leaves and returns from breaks as scheduled.</li> <li>Completes assigned tasks.</li> <li>Demonstrates exemplary customer service.</li> </ul>		
<p><b>Job Specific Skills: Examples for RETAIL</b></p> <ul style="list-style-type: none"> <li>Operation of Cash Register</li> <li>Stock and organize face shelves</li> <li>Replace Price tags/product descriptions</li> <li>Receive Products from the warehouse truck</li> <li>Merchandise by building tables, end stands, or setting up a department</li> <li>Demonstrate ability to follow all safety &amp; emergency procedures</li> </ul>		

This report covers the training period from \_\_\_\_\_ to \_\_\_\_\_

Total hours in Classroom: \_\_\_\_\_

Total hours of Training on Floor at Store: \_\_\_\_\_

Signature of Job Coach: \_\_\_\_\_

Date: \_\_\_\_\_

CRP Name and mailing address:

Stipend Rate x Hours Worked = \$\$\*:

\$ \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

***\*IVRS staff approving stipend should attach this document with original job coach signature to a printed authorization***