

MONTHLY PROGRESS REPORT

Trainee:

Employer:

Rating Period: Monthly

EVALUATION

Place "X" in appropriate box	Excellent	Very Good	Satisfactory	Needs Improvement	Comments
1. Attitude (Wants to learn and work hard)					
2. Cooperation (With supervisor)					
3. Dependability (Follows directions completely and well)					
4. Punctuality (Arrives to work on time)					
5. Work Habits (Knows what to do as a daily routine)					
6. Initiative (Doesn't stand around; asks to do new things)					
7. Quality of Work (Neatness, accuracy, and organization)					
8. Relationship With Co-Workers					
9. Personal Appearance (Appropriate dress, cleanliness, neatness)					

SKILL LEVEL

	Excellent	Very Good	Satisfactory	Needs Improvement	Comments
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Overall Evaluation (circle one)

Excellent

Very Good

Satisfactory

Needs Improvement

Employer's Signature

date

Participant's Signature

date