|  |  |
| --- | --- |
| Client: | Month & Year Served: |
| Employer: | Date Hired:  |
| Position: | Present Wage: |
| Total Hours Intervention: | Total Hours Customer Worked: | % of Intervention: |
| 1Unacceptable | 2Needs Improvement | 3Adequate | 4Competent | 5Excellent |
| Fails to meet minimum requirement. | Performance below acceptable level. | Meets basic position requirements. | Performance at level expected from qualified individual. | Exceptional performance, exceeding position requirements. |
| Work Skills: | 1 | 2 | 3 | 4 | 5 | Job Functions Performed: | 1 | 2 | 3 | 4 | 5 |
| Attendance/punctuality |  |  |  |  |  |  |  |  |  |  |  |  |
| Relation to co-workers/public |  |  |  |  |  |  |  |  |  |  |  |  |
| Follows instructions |  |  |  |  |  |  |  |  |  |  |  |  |
| Ability to work independently |  |  |  |  |  |  |  |  |  |  |  |  |
| Knowledge of work |  |  |  |  |  |  |  |  |  |  |  |  |
| Acceptance of suggestions |  |  |  |  |  |  |  |  |  |  |  |  |
| Attitude |  |  |  |  |  |  |  |  |  |  |  |  |
| Quality of work |  |  |  |  |  |  |  |  |  |  |  |  |
| Quantity of work |  |  |  |  |  |  |  |  |  |  |  |  |
| Work Search Skills (If Applicable) |
| Application completion |  |  |  |  |  | Appearance |  |  |  |  |  |
| Cover letter/Resume writing |  |  |  |  |  | Acceptance of rejection |  |  |  |  |  |
| Interview performance |  |  |  |  |  | Initiates contact w/ employers |  |  |  |  |  |
| Phone skills |  |  |  |  |  | Follow through |  |  |  |  |  |
| Describe areas that continue to require training:  |
| Describe areas showing improvement: |
| Recommendations/Comments:  |
|  |  |  |
| Employment Specialist |  | DD Program Manager |

# CO_1C_BLACK_SLDDD Extended Monthly Progress Summary