|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Client: | | | | | | | | | | Month & Year Served: | | | | | | | | |
| Employer: | | | | | | | | | | Date Hired: | | | | | | | | |
| Position: | | | | | | | | | | Present Wage: | | | | | | | | |
| Total Hours Intervention: | | | Total Hours Customer Worked: | | | | | | | % of Intervention: | | | | | | | | |
| 1  Unacceptable | 2  Needs Improvement | | | | 3  Adequate | | | | | | | 4  Competent | | 5  Excellent | | | | |
| 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