

Trainee/Work Against Employee Progress Report

Employee _____

Date of Hire _____

Department _____

Position _____

Reviewed By _____

Date of Review _____

Anticipated completion date of trainee/work against status: _____

Suggested Plan of Training	Expected Outcome (attach additional sheet if necessary)

A trainee/work-against employee should be reviewed once every 60 days. Upon satisfactory completion of all training competencies, the trainee/work-against employee will be moved to regular employee status upon the recommendation of the supervisor.

Review Period: 60-Day 120-Day 180-Day 240-Day 300-Day 360-Day

Training Competency	Competency Description (add comments on the next page if needed)	Meets Competency			
		Always	Most	Some	Never
1. Job Knowledge	Does the employee understand the job requirements?				
2. Quality of Work	Is the quality of work satisfactory?				
3. Quantity of Work	Is the quantity of work satisfactory?				
4. Initiative	Is the employee a self-starter?				
5. Dependability:	Does the employee follow instructions?				
6. Safety	Does the employee work safely and follow all safety rules?				
7. Conduct	Does the employee follow our Code of Conduct?				
8. Cooperation	Does the employee try to work as a team member?				
9. Teamwork	Does the employee "fit-in" well with co-workers?				
10. Attitude	Does the employee seem to like the work assignment?				
11. Training	Has the employee been fully trained?				
12. Meets Job Requirements	Does this employee regularly meet the full job requirements?				
	If not, is the employee making satisfactory progress in training?				

Trainee Progress Report (cont.)

Indicate the Competency and use this page for any comments. Add additional pages as necessary.

Competency _____

Competency _____

Competency _____

Competency _____

Additional Comments or areas of concern:

Supervisor Signature

Date

Employee Signature

Date