

Community Based Assessment – Supervisor’s Weekly Report: Example #1

Participant	Week of:
Work Site:	Job Title:

Attendance:

Attended per work schedule: Yes No
Called/Excused, if absent: Yes No N/A

Comments: _____

Punctuality:

Arrived at work on time every day: Yes No
Returned from lunch/breaks on time: Yes No

Comments: _____

Appearance /Grooming / Hygiene:

Exceeded Expectations Met Expectations Below Expectations

Comments: _____

Learning of Duties / Ability to Focus on Work / Level of Supervision Needed:

Exceeded Expectations Met Expectations Below Expectations

Comments: _____

Cooperation / Following Rules & Instructions:

Exceeded Expectations Met Expectations Below Expectations

Comments: _____

Working Relationships (e.g., interactions with others, helpfulness, positive attitude, teamwork):

Exceeded Expectations Met Expectations Below Expectations

Comments: _____

Work Quality:

Exceeded Expectations Met Expectations Below Expectations

Comments: _____

Work Production (Quantity):

Exceeded Expectations Met Expectations Below Expectations

Comments: _____

Other (Specify): _____

Job Developer Signature/Date

Supervisor Signature/Date

Participant Signature/Date

Community Based Assessment – Supervisor’s Weekly Report Example #2

Participant Name _____ Case #: _____
 Work Site _____ Job Title: _____

KEY: Unacceptable=1 Needs Improvement=2 Average=3 Above Average=4 Outstanding=5

<u>FOR THE WEEK OF:</u>	COMMENTS SECTION	RATING
1. ATTENDANCE		
2. PUNCTUALITY		
3. GROOMING/HYGIENE <ul style="list-style-type: none"> • Participant dresses appropriately for job • Hair is groomed neatly and appropriately • Beard/Moustache trimmed neatly • Demonstrates good hygiene 		
4. FOLLOWING DIRECTIONS <ul style="list-style-type: none"> • Instructions are followed correctly • Asks questions if necessary 		
5. QUALITY OF WORK <ul style="list-style-type: none"> • Completes work neatly and accurately • Errors are corrected 		
6. WORK QUANTITY <ul style="list-style-type: none"> • All assigned work completed within time frame • Quantity of work complete according to instructions given • Works to increase productivity 		
7. DEPENDABILITY <ul style="list-style-type: none"> • Initiative demonstrated in completing a task • If minimal instructions were given, participant uses good judgment in completing a task • Work assignments completed without constant supervision 		
8. WORKING RELATIONSHIPS <ul style="list-style-type: none"> • Gives help to co-workers, if requested or needed • Readily asks for help from co-workers • Shows a positive attitude when working with co-workers 		
9. WORK BEHAVIOR <ul style="list-style-type: none"> • Participant exhibits a positive attitude about work • Cooperative, friendly, readily accepts work and willing to listen to new ideas 		
10. FOLLOWING RULES OF THE WORKPLACE <ul style="list-style-type: none"> • Participant is aware of and follows rules of the workplace • Complies with all safety regulations 		
11. ACCEPTING OF SUPERVISION <ul style="list-style-type: none"> • Given feedback from supervisor, the participant listens to seek clarification. 		
12: PROBLEM SOLVING <ul style="list-style-type: none"> • Uses systematic approach to solving problems (Steps: identify problem, conflict areas, options for resolution, selecting the best option.) • Has ability to multi-task 		

 Job Developer Signature/Date

 Supervisor/Rater Signature/Date

 Participant Signature/Date