



Work Experience Progress Report

Participant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reporting Period:

Academic/ Career Coach: Job Shadowing Site:

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***1. Work-Essential Skills:***

|  |  |  |
| --- | --- | --- |
| **Skill** | **Feedback** | **Notes** |
| a. Dressed and groomed appropriately |  |  |
| b. Attendance |  |  |
| c. Demonstrated required job/task skills and knowledge |  |  |
| d. Followed instructions |  |  |
| e. Worked well with supervisors |  |  |
| f. Worked well with coworkers |  |  |
| g. Worked well with vocational coach |  |  |
| h. Receptive to criticism/feedback |  |  |
| i. Asked questions when necessary |  |  |
| j. Attentive to tasks |  |  |
| k. Organized |  |  |
| l. Kept work station neat |  |  |
| m. Completed tasks on time |  |  |
| n. Looked for additional duties |  |  |
| o. Accepted new responsibilities |  |  |
| p. Worked independently |  |  |
| q. Showed pride in work |  |  |
| r. Followed safety rules |  |  |
| s. Followed Policy & Procedures |  |  |

***\*Key: P = Support Provided I = Independent M = Meets Expectations E = Exceeds Expectations***

**2. Weekly Assigned Work Tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assigned (Y/N)** | **Task** | **Feedback** | **Notes** |
|  | a. Shredding |  |  |
|  | b. Photocopying |  |  |
|  | c. Laminating |  |  |
|  | d. Book Binding |  |  |
|  | e. Brochure production  |  |  |
|  | f. Stuff envelopes |  |  |
|  | g. Answer telephone |  |  |
|  | h. Record staff/faculty duplicating requests |  |  |
|  | i. Cutting paper |  |  |
|  | j. Gluing |  |  |
|  | k. Utilize the folding machine  |  |  |
|  | l. Data entry |  |  |
|  | m. File Uploading |  |  |
|  | n. Answer/Send E-mail |  |  |
|  | o. Type documents |  |  |
|  | p. Sort incoming mail |  |  |
|  | q. Sort outgoing mail |  |  |
|  | r. Mail delivery |  |  |
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***3. Social Behaviors***

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|  |  |  |
| --- | --- | --- |
| **Behaviors** | **Feedback** | **Notes** |
| a. Greet mail/duplicating staff |  |  |
| b. Greet visiting staff/faculty |  |  |
| c. Communicate needs effectively |  |  |
| d. Ask questions as needed |  |  |
| e. Speak loud and clearly |  |  |
| f. Respond well to verbal directions |  |  |
| g. Interact in a socially acceptable way |  |  |
| h. Perform tasks at an efficient rate |  |  |
| i. Aware of surroundings |  |  |

*Recommendations:*

[ ]  Continue Coaching at Current Level [ ]  Requires Less Coaching

[ ]  Requires More Coaching [ ]  On-the-Job Support No Longer Needed

*Comments:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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