



# On-the-Job Report

07/2020

Individual:

VR Specialist:

Job Coach (if used):

Individual Job Title:

Work Site/Company:

Report period

From:

To:

*Using the scale below, base your ratings on the individual's current level of functioning.*

1. **Unsatisfactory** - Significant improvement needed, rarely able to complete tasks/goals. Requires near full-time support.
2. **Developing** - Sometimes demonstrates competencies, requires frequent prompting and supports.
3. **Average** - Able to complete tasks/goals most of the time with little prompting.
4. **Above Average** - Consistently performs tasks/goals independently to supervisor's standards.
5. **Exceeds** - Always completes tasks/goals independently, quality is excellent, role model for others.

**Attendance:** (Is the individual on time, returns to work on time from breaks, calling in to correct person(s), calling in for only appropriate reasons, and working scheduled days?)

**Comments/Explanations:**                      **Rating** \_\_\_\_\_ 1 (Unsatisfactory) through 5 (Exceeds)

**Compliance:** (Does the individual complete tasks as directed, check for understanding when necessary, follow policies and workplace rules, use technology or other personal items at proper times, and respect authority?)

**Comments/Explanations:**                      **Rating** \_\_\_\_\_ 1 (Unsatisfactory) through 5 (Exceeds)

**Production:** (Does the individual arrive prepared to work, work steadily without prompting, initiate next task, easily learn tasks in an acceptable time frame, produce quality work, able to stay on task and follow a schedule?)

**Comments/Explanations:**                      **Rating** \_\_\_\_\_ 1 (Unsatisfactory) through 5 (Exceeds)

**Team Work:** (Is the individual able to cooperate with co-workers, participate in team activities, negotiate professionally, and accept direction and feedback?)

**Comments/Explanations:**                      **Rating** \_\_\_\_\_ 1 (Unsatisfactory) through 5 (Exceeds)

