

On-the-Job Report

individuai:				
VR Specialist:				
Job Coach (if used):				
Individual Job Title:				
Work Site/Company:				
Report period From:		То:		
Using the scale below, base your ratings	on the individu	al's current level of functioning.		
 Developing - Sometimes demonstr Average - Able to complete tasks/g Above Average - Consistently perfo 	rates competencie goals most of the t orms tasks/goals i	arely able to complete tasks/goals. Requires near full-time support. es, requires frequent prompting and supports. time with little prompting. ndependently to supervisor's standards. itly, 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)		

Hygiene : (Is the individual dressed appropriately for work and well-groomed? e.g., no body odor, hair combed, clean appearance, teeth brushed, and clothing is neat/clean or adequate for job site?)					
Comments/Explanations:	Rating _	1 (Unsatisfactory) through 5 (Exceeds)			
	nmonly a	ract well with co-workers and customers both ve ccepted social cues and personal boundaries, can ening skills?)	-		
Comments/Explanations:	Rating _	1 (Unsatisfactory) through 5 (Exceeds)			
•	d/or emo	ork environment (e.g. lights, sounds, uniforms/dro tional ability and willingness to perform the requ e completed?)	-		
Comments/Explanations:	Rating _	1 (Unsatisfactory) through 5 (Exceeds)			
	order to c nform to	eduled changes in routine and make adjustments, omplete tasks, use independent problem solving immediate needs of the business?) 1 (Unsatisfactory) through 5 (Exceeds)	· · · · · · · · · · · · · · · · · · ·		
Point Total:/40					
ATP: (Were ATP devices used/needed/recommended for individual? If so, explain)					
Additional Comments:					
Completed by:		nformation provided by:	Date:		