

STEP 2009-2010 PROGRESS REPORT

Student Name: _____ School: _____ Coordinator: _____

Training Site: _____ Employer/Supervisor Name: _____ Phone: _____

Work Traits

As determined by
student's Attitudes

Demonstrated Performances

						Quarterly Rating				
		4	3	2	1	0	1st	2nd	3rd	4th
1	Attendance	Excellent attendance	Good attendance	Occasional absence	Warned of absences	Unacceptable attendance				
2	Punctuality	Arrives Early	Regularly on time	Occasional tardy	Warned for tardiness	Unacceptable tardiness				
3	Overall Quality of Work	Exceeds expectations	Consistently at good quality	Quality is inconsistent	Quality is poor	Quality is unacceptable				
4	Attitude Towards Work	Very enthusiastic	Consistently shows interest	Inconsistent or indifferent	Occasionally negative	Attitude is unacceptable				
5	Rate of work	Exceeds expectations	Consistently good rate	Rate is inconsistent	Rate is consistently less than best	Unacceptably slow				
6	Initiative	Demonstrates desire to achieve	Occasionally exhibits initiative	Performs regular work only	Needs reminders for regular tasks	Does not complete regular tasks				
7	Follows Directions	Rarely Needs directions or reminders	Consistently follows directions	Usually follows directions	Often fails to seek help when needed	Makes unacceptable mistakes				
8	Adapts to Changes in Routine	Embraces change	Adapts well to changes	Slowly adapts to most changes	Responds negatively to changes	Unacceptable behavior to changes				
9	Accepts responsibility	Extremely reliable and helpful	Occasionally seeks additional responsibility	Accepts responsibility without protesting	Complains but completes tasks	Responses are unacceptable				
10	Decision Making Ability	Exceeds expectation	Typically makes good decision	Effectively asks for assistance	Regularly makes poor decisions	Errors in decisions are unacceptable				
11	Accepts Criticism from Supervisor	Actively seeks feedback	Politely responds and changes behavior	Inconsistent with desired changes	Negative response or little change	Unacceptable response or no necessary change				
12	Organizational Ability	Has exceptional organizational skills	Typically organizes work	Occasionally needs reminders	Needs frequent reminders	Unacceptably unorganized				