

Progress Report Due Dates:

- ◆ Please ◆
- 1st Period – 11/11/2011 ◆ Circle ◆
- 2nd Period – 1/13/2011 ◆ Correct ◆
- 3rd Period – 3/16/2012 ◆ Period & ◆
- 4th Period – 5/18/2012 ◆ Date ◆

**State of Illinois Department of Human Services/
Division of Rehabilitation Services
STUDENT WORKER PROGRESS REPORT**

This form is used to assess the student's work performance at the end of each progress period.

Student Name _____ **Job Title** _____

Hourly Wage \$ _____ **Training/Job Site** _____

Address _____

Period covered by report: _____ **through** _____

**Please comment on the level of student's
Capability for each work characteristic. ↓**

- 1. **Work Speed** _____
- 2. **Work Quality** _____
- 3. **Work Attitude/Motivation** _____
- 4. **Work Behavior** _____
- 5. **Attendance/Punctuality** _____
- 6. **Appearance/Grooming/Hygiene** _____
- 7. **Accepts Supervision/Correction** _____
- 8. **Understands & Retains Instructions** _____
- 9. **Recognizes Work to Be Done** _____
- 10. **Recognizes Mistakes** _____
- 11. **Plans and Organizes Work** _____
- 12. **Works Without Supervision** _____
- 13. **Initiates Task(s)** _____
- 14. **Trustworthiness** _____

Specific Job Duties as listed on Work Site Form	Outstanding	Satisfactory	Unsatisfactory
1.			
2.			
3.			
4.			
5.			
6.			

STUDENT WORKER PROGRESS REPORT (Continued)

Is student ready for competitive employment? _____ Yes _____ No

If "Yes", what type of competitive employment best meets student's talents, interests, and needs?

If "No", what is preventing student from getting or keeping competitive employment?

Action Plan: _____

Next Review Date: _____

Immediate Job Supervisor Date

School Coordinator Date

Student Date

Distribution: S.T.E.P. Liaison Counselor/TS
Employer

IL 488-0730 (4/96) This state agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under (ILL. Rev. Stat. Ch. 23, par. 3434). Disclosure of this information is REQUIRED. Failure to provide any information will result in this form not being processed. This form has been approved by the Forms Management Center.