

## WORKPLACE READINESS PROGRESS REPORT

<b>Student Name:</b>		<b>Student ID#:</b>		<b>Provider:</b>	
<b>Section:</b>		<b>Unique Identifier/Invoice ID#:</b>		<b>Report Dates:</b>	
<b>School</b> (Note "Post-Secondary", if applicable):					
<b>Number of Provider Service Hours:</b>			<b>Status:</b> <input type="checkbox"/> Completed <input type="checkbox"/> Continuing <input type="checkbox"/> Left Program		
<b>Name of Curriculum:</b>			<b>Training Format</b> (PowerPoints, video, activities...):		
<b>Topics covered (check all that apply)</b>		<b>Present</b>	<b>Absent</b>	<b>Needs Improvement</b>	<b>Comments</b> <i>(required for Needs Improvement)</i>
<input type="checkbox"/> Job Searches and Applications		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Resumes and Cover Letters		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Interview Preparation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Teamwork and Networking		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Problem Solving		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Communication		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Time Management and Organization		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Professionalism and Hygiene		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Reasonable Accommodations		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Other (specify):		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Notes/Observations</b> (describe student experience and activities):					

Provider Name

Title

Email/Phone Number

*Auxiliary aids and services are available upon request to individuals with disabilities.  
Equal Opportunity Employer/Program*