



# On-the-Job Report

OJE     OJT     Job Coaching

Client:

VR Specialist:

Job Title:

Work Site/Company:

Report period

From:

To:

**Attendance: (Is the client on time, prepared to work and working scheduled days?)**

Unsatisfactory

Satisfactory

Exceeds Expectations

**Comments:**

**Compliance: (Does the client complete tasks as directed, follow policies, and respect authority?)**

Unsatisfactory

Satisfactory

Exceeds Expectations

**Comments:**

**Production: (Does the client work steadily without prompting, easily learn tasks, and completes an adequate amount of tasks in an allotted time frame?)**

Unsatisfactory

Satisfactory

Exceeds Expectations

**Comments:**

**Team Work: (Is the client able to cooperate with co workers, participate in team activities, and take direction and feedback?)**

Unsatisfactory

Satisfactory

Exceeds Expectations

**Comments:**

**Overall Progress/Other: (Grooming, attitude and work habits)**

Unsatisfactory

Satisfactory

Exceeds Expectations

**Comments:**

Completed by:	Information provided by:	Date:
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