

**DUE EVERY MONDAY FOR THE PREVIOUS CALENDAR WEEK (SUNDAY - SATURDAY)**

Name \_\_\_\_\_ Date \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Check one: \_\_\_\_\_ OJT 5,6,7 \_\_\_\_\_ OJT 6,7 \_\_\_\_\_ OJT 7 \_\_\_\_\_ OJT 8

## Weekly Work Report

### **Activities, tasks, duties, responsibilities:**

List four major activities, tasks, duties, etc. you were involved in during the week. For each item, check the appropriate level of participation (you may check more than one level for each item). **In the last column, record an ESTIMATE of the amount of time (hours, minutes) you spent on each activity during the week.**

| Description of activity, task, duty, or responsibility | Observed | Assisted others | Performed with supervision | Performed alone | Trained or supervised others | Time spent |
|--|----------|-----------------|----------------------------|-----------------|------------------------------|------------|
|  |          |                 |                            |                 |                              |            |
|  |          |                 |                            |                 |                              |            |
|  |          |                 |                            |                 |                              |            |
|  |          |                 |                            |                 |                              |            |

List one thing that went particularly well this week (area of improvement, new task, etc.)

\_\_\_\_\_

List one thing that was the most challenging this week (issue, problem, difficulty, etc.).

\_\_\_\_\_

Do you want your coordinator (teacher) to visit your work in the near future? \_\_\_Y \_\_\_N

### **Summary of time & earnings (ex. Sun, 1/14/01 – Sat, 1/20/01...turn report in Mon, 1/22/01)**

| Day       | Date | In | Out | Hours | Pay day (X) |
|-----------|------|----|-----|-------|-------------|
| Sunday    |      |    |     |       |             |
| Monday    |      |    |     |       |             |
| Tuesday   |      |    |     |       |             |
| Wednesday |      |    |     |       |             |
| Thursday  |      |    |     |       |             |
| Friday    |      |    |     |       |             |
| Saturday  |      |    |     |       |             |

Total Hours

Hourly wage (ex. \$6.50/hr)

Gross earnings (Total hours x hourly wage)

### **Self-Evaluation:(Circle one)**

A+    A    A-    B+    B    B-    C+    C    C-    D+    D    D-    F

List one way you can improve your job performance\_\_\_\_\_

\_\_\_\_\_