

Transitional Program

Monthly Vocational Behavior Report/Progress Review

Month/Year:	
Intern:	
Skills Trainer:	
Department:	

Circle the response that best evaluates the performance of the intern.

Ability to Follow Directions

- 1- Needs little instruction and is able to follow through on a task
- 2- Needs moderate instruction and is able to follow through on a task
- 3- Needs a great deal of instruction and is able to follow through on a task
- 4- With a great deal of instruction, is unable to follow through on a task

Adaptability to New Tasks

- 1- Adjusts well to new tasks
- 2- Adjusts with minor difficulty to new tasks
- 3- Gives fluctuating attention to task at hand
- 4- Unable to apply self to task at hand

Frustration Tolerance

- 1- Generally sticks to task in face of obstacles or setbacks
- 2- Generally sticks to tasks but may show some distress
- 3- Has considerate difficulty sticking to task when faced with obstacles
- 4- Cannot complete task when faced with obstacles

Attendance

- 1- Excellent
- 2- Good
- 3- Fair
- 4- Poor

Ability to Accept Constructive Criticism

- 1- Accepts and improves from criticism and correction
- 2- Accepts but does not improve from criticism and correction
- 3- Does not accept criticism and correction
- 4- Rejects criticism and correction

Inappropriate Behavior or Mannerisms

- 1- No inappropriate behavior evident
- 2- Slightly inappropriate behavior evident
- 3- Moderately inappropriate evident
- 4- Extremely inappropriate behavior evident

Relationship with Peers

- 1- Achieves quick and easy acceptance within the group
- 2- Achieves acceptance with only a few of the group
- 3- Does not achieve acceptance within the group

Cooperation with Adults (ability to converse, integrate, be respectful, trust, be honest and take directions)

- 1- Is actively cooperative
- 2- Is passively cooperative
- 3- Is passively resistant
- 4- Is actively resistant

Effort

- 1- Little to no motivation, little to no effort in all activities, quits easily
- 2- Motivated with prompting, displays some effort in all activities, quits occasionally
- 3- Self-motivated, maximum effort in all activities, never quits

Attitude

- 1- Uninterested in most to all activities
- 2- Selective enthusiasm toward activities
- 3- Enthusiastic toward activities at all times

Leadership

- 1- Criticizes others, will not give/receive help despite prompting
- 2- Unengaged with teammates, no influence on teammates, helps only when asked
- 3- Encourages others, positive role model, helps without being asked

Worksite Goal Review and Progress

Monthly Worksite Goal: _____

Intern Progress Toward Goal

___ Satisfactory ___ Needs Improvement ___ Unsatisfactory

Key: Satisfactory (Goal Achieved)
 Needs Improvement (Made some progress – continue working toward achieving goal)
 Unsatisfactory (No/slow progress – continue working toward achieving goal)

Comment (provide an explanation for any unsatisfactory ratings)

Intern Performance Review and Progress Log (narrative)