

## Work-Based Training Time Sheet

|  |   |
|--|---|
| <b>Participant Name:</b>   | <b>Worksite:</b>  |
| <b>Service Provider:</b>   | <b>Month:</b>   |
| <b>Career Coach:</b>   | <b>Pay Period:</b>  |
| <input type="checkbox"/> <b>Work Experience</b> <input type="checkbox"/> <b>Internship</b> | <input type="checkbox"/> <b>Paid</b> <input type="checkbox"/> <b>Unpaid</b> |

| Day             | Date          | Time In       | Lunch Period        | Time Out      | Total Hours | Participant Initials | Supervisor's Remarks |
|-----------------|---------------|---------------|---------------------|---------------|-------------|----------------------|----------------------|
| <i>Ex. Mon.</i> | <i>7/3/17</i> | <i>8:00am</i> | <i>12:00-1:00pm</i> | <i>5:00pm</i> | <i>8.00</i> | <i>SN</i>            |                      |
|                 |               |               |                     |               |             |                      |                      |
|                 |               |               |                     |               |             |                      |                      |
|                 |               |               |                     |               |             |                      |                      |
|                 |               |               |                     |               |             |                      |                      |
|                 |               |               |                     |               |             |                      |                      |
|                 |               |               |                     |               |             |                      |                      |
|                 |               |               |                     |               |             |                      |                      |

| Allocated hours or balance from previous timesheet | Total hours from this timesheet | Remaining work hours (new balance) |
|--|---------------------------------|------------------------------------|
|  |                                 |                                    |

*Participants who work more than five (5) hours a day must take a thirty (30) minute duty free lunch period.*

| <b>Employee Evaluation Rating System</b>                                 |  |
|--|--|
| 5-Excellent 4-Above Average 3-Average 2-Below Average 1-Poor             |  |
| <b>Responsibility</b> – Reports promptly and follows directions.         |  |
| <b>Performance</b> – Demonstrates skills and accuracy in assigned tasks. |  |
| <b>Cooperation</b> – Gets along well with supervisor and peers.          |  |
| <b>Initiative</b> – Works with minimum prompting.                        |  |
| <b>Appearance</b> – Is neatly dressed and properly groomed.              |  |

\_\_\_\_\_  
**Participant Signature**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

**Career Coach/Job Developer Verification:**

Telephone Contact     Personal    Visit Date:                      Staff Initials: