

## Progress Tracking Sheet



Date: \_\_\_\_\_ Completed by: \_\_\_\_\_

### 1. Student Information

Student Name	
Employment Start Date	
Business/ Employer Name	
Supervisor Name	
Job Coach Name (if applicable)	

### 2. Job Responsibilities/ Skills Tracking

Tasks/ Responsibilities	Performance Rating (1-5)	Progress Notes

(1 = Needs Significant Improvement, 5 = Exceptional)

### 3. Workplace Behavior & Soft Skills

Skill	Expected Outcome	Performance Rating (1-5)	Progress Notes

#### 4. Support/ Accommodations

Accommodation	Provider	Status (needed or ongoing)	Notes

**Employer Signature**

Notes:

**Staff Signature**

Notes:

**Student Signature**

Reflection: