

SAMPLE

Date: 01/21/2025 **Completed by:** Marion James

1. Student Information

Student Name	Emily Thompson
Employment Start Date	Sept. 1, 2024
Business/ Employer Name	Trendy Threads Clothing Store
Supervisor Name	Angela Davis
Job Coach Name (if applicable)	Michael Lee

2. Job Responsibilities/ Skills Tracking

Tasks/ Responsibilities	Performance Rating (1-5)	Progress Notes
Customer service (greeting and assisting)	4/5	Emily is friendly and welcoming to customers, though she occasionally needs a prompt to approach customers when they enter the store.
Folding clothes and organizing displays	5/5	Emily consistently keeps clothing neatly folded and organized. She has a good eye for aesthetics in display setups.
Stocking new merchandise	3/5	Emily takes longer to stock items when there are many items or complex shelf labels. She requires occasional assistance with product placement.

(1 = Needs Significant Improvement, 5 = Exceptional)

3. Workplace Behavior & Soft Skills

Skill	Expected Outcome	Performance Rating (1-5)	Progress Notes
Teamwork	Works cooperatively with other employees	4/5	Emily works well with coworkers and asks for help when needed. She also enjoys assisting others.
Time Management	Completes tasks within a reasonable timeframe	3/5	Emily sometimes struggles when handling multiple tasks simultaneously but does well when tasks are limited.
Adaptability	Adjusts well to changes in tasks or priorities	4/5	Emily adapts to changes in the store layout or tasks with minimal guidance.

4. Support/ Accommodations

Accommodation	Provider	Status (needed or ongoing)	Notes
Visual aids for store layout	Job Coach	Ongoing	The job coach provides a visual layout of the store to help Emily understand product placement.
Extended breaks during peak hours	Supervisor	Ongoing	Emily is given short breaks during busy times to help her manage stress and energy.

Employer Signature *Angela Davis*

Notes:

Staff Signature *Marion James*

Notes:

Student Signature *Emily Thompson*

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