Progress Report

|  |  |
| --- | --- |
| Department Name: | |
| Employee’s Name: | **Date of Joining:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assignments | Performance Rating | | Performance Review | | |
|  | \_\_\_\_\_\_\_\_\_\_\_%  A\_\_ B\_\_ C\_\_ D\_\_F\_\_ | |  | | |
|  | \_\_\_\_\_\_\_\_\_\_\_%  A\_\_ B\_\_ C\_\_ D\_\_F\_\_ | |  | | |
|  | \_\_\_\_\_\_\_\_\_\_\_%  A\_\_ B\_\_ C\_\_ D\_\_F\_\_ | |  | | |
|  | \_\_\_\_\_\_\_\_\_\_\_%  A\_\_ B\_\_ C\_\_ D\_\_F\_\_ | |  | | |
| Comments: | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_ Does Good Work | | | | \_\_\_\_\_\_\_\_\_\_\_Making Progress | |
| \_\_\_\_\_\_\_\_\_\_\_ Working Hard | | | | \_\_\_\_\_\_\_\_\_\_\_ Absences or Tardiness Affecting Work | |
| \_\_\_\_\_\_\_\_\_\_\_ Works well with others | | | | \_\_\_\_\_\_\_\_\_\_\_ Socializing is affecting their work | |
| \_\_\_\_\_\_\_\_\_\_\_ Missing Tasks | | | | \_\_\_\_\_\_\_\_\_\_\_ Turning his/her work in late | |
| \_\_\_\_\_\_\_\_\_\_\_ Please contact me about your child’s lack of progress in the areas including: | | | | | |
|  | |  | |  |  |
| Notes: | | | | | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

H R Manager’s Signatures

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature

Please sign and have your child return this progress report to me. If you have any questions or concerns please write them on the “Notes” section of this document or call me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you.