



Attachment B
INVEST Program

Transitional Subsidized Employment (TSE)

**Bi-Weekly TSE Participant Progress Report
&
Workplace Performance Evaluation**

Quantity of Work Performed

Amount of Work Performed Comments:	<input type="checkbox"/> Outstanding <input type="checkbox"/> Competent <input type="checkbox"/> Needs Improvement
Completion of Work on Schedule Comments:	<input type="checkbox"/> Outstanding <input type="checkbox"/> Competent <input type="checkbox"/> Needs Improvement

Quality of Work Performed

Accuracy Comments:	<input type="checkbox"/> Outstanding <input type="checkbox"/> Competent <input type="checkbox"/> Needs Improvement
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Neatness of Work Product

- Outstanding
- Competent
- Needs Improvement

Comments:

Thoroughness

- Outstanding
- Competent
- Needs Improvement

Comments:

Work Habits

Observance of Work Hours

- Outstanding
- Competent
- Needs Improvement

Comments:

Attendance

- Outstanding
- Competent
- Needs Improvement

Comments:

For the week of TSE participant arrived to work on-time:

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
/	/	/	/	/	/	/

Observance of Rules and Regulations

- Outstanding
- Competent
- Needs Improvement

Comments:

Observance of Safety Rules

- Outstanding
- Competent
- Needs Improvement

Comments:

Personal Relations

Respect for Fellow Staff

- Outstanding
- Competent
- Needs Improvement

Comments:

Customer Service to Public

- Outstanding
- Competent
- Needs Improvement

Comments:

Personal Appearance/Dress Code Adherence	<input type="checkbox"/> Outstanding <input type="checkbox"/> Competent <input type="checkbox"/> Needs Improvement
Comments:	

Other Observations

Comments:

INVEST Employee Name

INVEST Employee Signature

Date

Worksite Supervisor Name

Worksite Supervisor Signature

Date