**Employee Weekly Report**

**Activities, tasks, duties, responsibilities:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description of activity, task, duty, or responsibility** | Observed | Assisted Others | Performed with supervision | Performed alone | Trained or supervised others | **Time spent** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**List one thing that went particularly well this week (area of improvement, new task, etc)**

**List one thing that was the most challenging this week (issue, problem, difficulty, etc.)**

**Do you want your coordinator to visit your work in the near future? \_\_Y \_\_ N**

**Self-Evalutaion: (Circle one)**

**A+ A A- B+ B B- C+ C C- D+ D D- F**

**List one way you can improve your job performance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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