



**ON-THE-JOB TRAINING (OJT)
 PROGRESS REPORT**

For: _____ (Trainee)

From: _____ (Employer)

Completed by: _____ **Date:** _____

Period Covered by Report: From _____ **To** _____

Skill to be learned and rating	Rating (see below)
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Skill 1: _____	_____
Skill 2: _____	_____
Skill 3: _____	_____
Skill 4: _____	_____
Skill 5: _____	_____
Additional Skills/Requirements:	

Employer, please rate above skill attainment as follows: **5** (Above Average) **4** (Average)
3 (Shows Progress) **2** (Little Progress) **1** (Unacceptable Progress)
0 (Additional Training Time Needed)

PLEASE REIMBURSE _____ **HOURS OF OJT FOR THE PERIOD**
 _____ **(date) TO** _____ **(date)**

REFERENCED IN OUR WRITTEN AGREEMENT.

Employer Signature **Date**