|  |  |
| --- | --- |
|  | **Tennessee Department of Human Services Vocational Rehabilitation Program****Vocational Adjustment Progress Report** |

 Client Name:       Counselor:       Month:

**N = Goal not Met M= Met Goal for Month MO = Overall Goal Met – Behavior Removed From Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AREAS** | **N** | **M** | **MO** | **COMMENTS** |
| **1. Attendance/Punctuality:** Consistently at work and on time when scheduled. Consistently on time returning from breaks. Always calls in within 30 minutes of start of workday when absent. Consistently clears absences in advance with supervisor when possible.**Days Present:**      **Days Absent:**     **Days Tardy:**       |  |  |  | Absenteeism: Increased / Decreased by      %. Goal for Month: To decrease absenteeism by      %Zero days tardy.Overall Goal: 100% Attendance and 0 tardies for 3 consecutive months      |
| **2. Hygiene/Appearance**: Always reports to work clean and appropriately dressed for work environment. |  |  |  |       |
| **3. Staying on task:** Consistently demonstrates full attention to task. Seldom observed distracted, distracting others, talking excessively, day-dreaming, wandering from work station. |  |  |  |       |
| **4. Follows instructions:** Consistently follows written or oral instructions from beginning to end of task. Consistently receives instructions in attentive, positive manner. |  |  |  |       |
| **5. Works Independently:** Consistently demonstrates ability to work without supervision, alone, and work well with others. |  |  |  |       |
| **6. Cooperation with Supervisor, Co-Workers, Team:** Consistently has positive interaction with supervisors, co-workers, team members. Consistently accepts work assignments in positive manner. |  |  |  |       |
| **7. Safety Practices:** To learn and consistently practice standard work area rules and policies. |  |  |  |       |
| **8. Work Tolerance:** To build physical and mental tolerance needed for maximum work potential.  |  |  |  |       |
| **9. Work Speed & Quality:** To increase/maintain work speed to      % or to maximum potential with consistent acceptable quality and neatness.  |  |  |  |       |
| **10. Work Related Judgment/Response to Corrections:** Consistently demonstrates job flexibility, appropriate interaction with others, acceptance of work rules and policies, good attitude and initiative toward work. Consistently asks appropriate questions or further clarification of instructions when needed. |  |  |  |       |
| **11. Work Related Skills, Independent Living Skills, Academic, Job Readiness:** Classes attended during the month: |  |  |  |       |
| **12. Other Barriers to Employment.**  |  |  |  |       |

**# of hours of services previously completed:**

**(“Total” from previous month’s report)**

**# of hours of services completed this month:**

**Total # of hours of services completed**:

**Comments:**

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

Client Date Staff Date