



Individual Youth Progress Report

Job Keeping and Career Advancement Skills

Name:	Date:
--------------	--------------

Competency	Staff Report	Youth Report
Takes initiative in completing job tasks using problem solving, decision making and analytical skills, and demonstrates dependability and reliability.	Category	Category
Work Professionally and respectfully with a diversity of co-workers, supervisors and customers, resolving conflict in a constructive manner.	Category	Category
Demonstrates effective communication techniques in the workplace.	Category	Category
Can give and receive constructive feedback at the work site.	Category	Category
Is able to work as a contributing member of a team	Category	Category
Is able to participate fully in a work task or project from initiation to completion, using appropriate time management skills.	Category	Category
Knows how to ask for help when learning a new skill task at the work site.	Category	Category
Knows how to apply rules of the workplace to maintain employment.	Category	Category

Knows the importance of personal hygiene and appearance required by the employer.	Category	Category
Knows how to change jobs in a healthy way.	Category	Category
Develops a plan for career advancement.	Category	Category

Staff Notes:	
---------------------	--

Youth Notes:	
---------------------	--