

Section 3 Contractor Placement Report

Employee Progress Report

(Contractor completes 30 days after initial placement)

Section 3 Contractor: _____

Employee: _____ SSN: _____

Start of Training: _____ Report Date: _____ Training End Date: _____

Part 1: Current Employment Status (check appropriate status)

Still Employed (Complete Parts 3& 4)		No Longer Employed (Complete Part 2)	
Fired	Laid Off	Quit	Sick Leave

Part 2: No Longer Employed (check all that apply)

Poor Work Habits _____	Attendance _____	Performance _____
Attitude Problems _____	Appearance _____	Other: _____

Part 3: Still Employed (Rate the employee on the factors listed)

(Scale of 1 to 5; 1=Poor, 5= Excellent; A rating of ≤ 2 requires performance improvement plan)

	1=Poor		3=Average		5=Excellent
Work Habits					
Attitude					
Attendance					
Performance					
Appearance					

Part 4: Performance Improvement Plan (For factors Rated ≤ 2)

Issue(s) to be addressed: _____

Steps needed to improve: _____

Timetable for correction: _____

Section 3 Employee

Employer/Trainer