

**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 <i>(Complete Parts 3&amp; 4)</i>		No Longer Employed <i>(Complete Part 2)</i>	
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  $\leq 2$  requires performance improvement plan)*

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

**Part 4: Performance Improvement Plan (For factors Rated  $\leq 2$ )**

Issue(s) to be addressed: \_\_\_\_\_  
 \_\_\_\_\_

Steps needed to improve: \_\_\_\_\_  
 \_\_\_\_\_

Timetable for correction: \_\_\_\_\_

Section 3 Employee

Employer/Trainer