[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11246&utm_campaign=/content/daily-progress-reports&utm_medium=Trainee+Daily+Progress+Report+word+11246&lpa=Trainee+Daily+Progress+Report+word+11246&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**TRAINEE DAILY PROGRESS REPORT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATE | DAY OF TRAINING |  |  |  |
|  |  |  |  |  |
| TRAINEE NAME | | DEPARTMENT |  |  |
|  | |  | | |
| SUPERVISOR NAME | | SUPERVISOR CONTACT INFO | |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Is trainee on track for successful completion of training period? | | **YES** | **NO** |  |
| COMMENTS |  |  |  |  |
|  | | | | |
| TASKS, SKILLS, AND PERFORMANCE - *Please rate the trainee on the following items. Include a column with a rating scale or score for each item.* | | | | |
| **0 - HAS NOT MET REQUIRMENT, 1 - MINIMALLY MEETS REQUIREMENT, 2 - SOMEWHAT MEETS REQUIREMENT,  3 - MEETS REQUIREMENT, 4 - EXCEEDS REQUIREMENT** | | | | |
| **DESCRIPTION** | | **EVALUATION NOTES** | | **SCORE** |
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|  |  |  | **TRAINEE SCORE** |  |
| AUTHORIZED SIGNATURE | |  |  |  |
| **NAME/TITLE** |  | **SIGNATURE** |  | **DATE** |
|  | |  | |  |

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| --- |
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