[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11246&utm_source=integrated-content&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** |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  |  |  | **TRAINEE SCORE** |  |
| AUTHORIZED SIGNATURE | |  |  |  |
| **NAME/TITLE** |  | **SIGNATURE** |  | **DATE** |
|  | |  | |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |