



## Community Service/Work Experience Attendance Sheet

To be completed by CareerSource Career Advisor	
Participant Name (Please print legibly)	OSST/RFA #
Agency Name	Career Advisor

Participant is assigned to \_\_\_\_\_ hours per week. Not to exceed \_\_\_\_\_ for the month.

This attendance sheet is being completed for Monday \_\_\_/\_\_\_/\_\_\_ to Sunday \_\_\_/\_\_\_/\_\_\_

To be completed by the Agency Supervisor:																								
	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total																
Hours Worked																								
<p>Customers progress (Please check all that apply):</p> <table style="width: 100%; border: none;"> <tr> <td><input type="radio"/> Appropriately Dressed</td> <td><input type="radio"/> Arriving on Time</td> <td><input type="radio"/> Good attendance</td> <td><input type="radio"/> Excellent Customer Service</td> </tr> <tr> <td><input type="radio"/> Positive Attitude</td> <td><input type="radio"/> Accepts Responsibility</td> <td><input type="radio"/> Approachable</td> <td><input type="radio"/> Flexible</td> </tr> <tr> <td><input type="radio"/> Works Independently</td> <td><input type="radio"/> Trustworthy</td> <td><input type="radio"/> Excessive absences</td> <td><input type="radio"/> Arriving Late</td> </tr> <tr> <td><input type="radio"/> Behavior issues</td> <td><input type="radio"/> Inappropriately dressed</td> <td><input type="radio"/> Requesting conference with staff.</td> <td></td> </tr> </table> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>									<input type="radio"/> Appropriately Dressed	<input type="radio"/> Arriving on Time	<input type="radio"/> Good attendance	<input type="radio"/> Excellent Customer Service	<input type="radio"/> Positive Attitude	<input type="radio"/> Accepts Responsibility	<input type="radio"/> Approachable	<input type="radio"/> Flexible	<input type="radio"/> Works Independently	<input type="radio"/> Trustworthy	<input type="radio"/> Excessive absences	<input type="radio"/> Arriving Late	<input type="radio"/> Behavior issues	<input type="radio"/> Inappropriately dressed	<input type="radio"/> Requesting conference with staff.	
<input type="radio"/> Appropriately Dressed	<input type="radio"/> Arriving on Time	<input type="radio"/> Good attendance	<input type="radio"/> Excellent Customer Service																					
<input type="radio"/> Positive Attitude	<input type="radio"/> Accepts Responsibility	<input type="radio"/> Approachable	<input type="radio"/> Flexible																					
<input type="radio"/> Works Independently	<input type="radio"/> Trustworthy	<input type="radio"/> Excessive absences	<input type="radio"/> Arriving Late																					
<input type="radio"/> Behavior issues	<input type="radio"/> Inappropriately dressed	<input type="radio"/> Requesting conference with staff.																						
Supervisor's Name	Supervisor's Signature	Date	Office Phone Number																					

You will need to provide this completed form to your Career Advisor by \_\_\_\_\_.