

Worksite Time Report

Participant's Name: _____

Tier: _____

Facility Name: _____

Supervisor: _____

Contact #: _____

Performance Month: _____

County Office: _____

Attendance: Please record exact hours of attendance, initial, and total DAILY. Supervisor's signature must be included to verify hours are correct. Completed internship time sheets are to be turned in weekly, on the following MONDAY.

CODES: A=Absent, H= Holiday, W= Weekend/regular day off.

DATE	START TIME	TIME OUT	TIME IN	END TIME	Intern Initials	Total Hours	Site Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

I certify the record of my hours is true and correct.

Signature of Intern

Phone Number

Date

TO BE COMPLETED BY **SITE SUPERVISOR:**

	Excellent	Satisfactory	Needs counseling
Attendance			
Punctuality			
Work Attitude			
Quality of work			
Progress			
Willingness to learn			
Follows instructions			
Shows initiative			
Accepts correction			
Relations with others			
Personal appearance			

Supervisor Comments: _____

