



**WILLIAM S. HART UNION HIGH SCHOOL DISTRICT**  
**Career Visions OJT Timesheet**

**WorkAbility I**       **TPP**       **WorkAbility I MS**       **TRAILS**

**Funding Source (Check One)**

DATE	IN	OUT	TOTAL HOURS	LUNCH
1ST				
2ND				
3RD				
4TH				
5TH				
6TH				
7TH				
8TH				
9TH				
10TH				
11TH				
12TH				
13TH				
14 <sup>TH</sup>				
15 <sup>TH</sup>				

MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

NAME OF TRAINEE: \_\_\_\_\_

C.T.A. \_\_\_\_\_

SCHOOL SITE: \_\_\_\_\_

FAX # (Career Visions Office): **(661) 284-7635**

**\*Please compare to typical average employee when scoring**

	EXCELLENT	GOOD	ACCEPTABLE	POOR
ATTENDANCE				
PUNCTUALITY				
APPEARANCE				
COOPERATION WITH OTHERS				
WORK HABITS				
JUDGEMENT				
INITIATIVE				
RESPONSIBILITY				
ATTITUDE				
WORK PLACE BEHAVIOR				

- **Do not work more than 8 hours in one day.**
- **Do not work more than 40 hours in one week.**
- **When you work more than 5 hours, you must take a 30 minute lunch break.**
- **You must keep track of your total hours.**
- **Initial all changes. No "White Out".**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Worksite Location**

\_\_\_\_\_  
**Worksite Supervisor Signature**

\_\_\_\_\_  
**Career Transition Advisor Signature**

**TOTAL HOURS:** \_\_\_\_\_