



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
16TH				
17TH				
18TH				
19TH				
20TH				
21ST				
22ND				
23RD				
24TH				
25TH				
26TH				
27TH				
28TH				
29TH				
30TH				
31ST				

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 6 hours, you must take a 30 minute lunch break.
- You must keep track of your total hours.
- Intial all changes. No "White Out".

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

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

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

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

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