

DAILY LOG

EMPLOYEE IN TRAINING: *Tell us about your experience today on the team.*

Your Name _____ Assigned Team _____

Date of Training _____ Your Trainer _____

What were you assigned to do today? _____

How much time did your trainer take to review the job assignment? _____

What kind of instructions were you given to perform the job? _____

How would you evaluate the work assigned? _____

What did you find easy to do? _____

What do you need help doing? _____

Circle One

Did your trainer explain to you what happens before you get the job? Yes | No

Did your trainer explain to you what happens after you finish the job? Yes | No

Did your trainer explain to you how to read the instructions on the traveler? Yes | No

Did your trainer explain to you how to do the job? Yes | No

Did your trainer check your work *while* you did your job? Yes | No ...*After* you finished the job? Yes | No

Was your trainer helpful and available to answer any questions on the job? Yes | No

Would you like to work on more jobs like the one(s) assigned to you today? Yes | No

Any suggestions? _____

Next Assignment: _____

Date Submitted to HR: