# Description: C:\Users\bruesc1\Desktop\logo.jpg

#  eLEET: Electronic Laboratory Employee Enrichment Toolkit

**Progress Report**

This progress report serves as a tool to monitor the progress of the employee during the first year of employment. The report should be a mechanism to document progress throughout the first year and should be completed with input from the mentee, mentor and manager/supervisor.

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| **Employee Information** |
| Name:       | Mentor:       |
| Position:       | Manager:       |
| **New employee package given & completed** |
| [ ]  Given to new employee, Date competed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Completed by new employee, Date completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Mentor Assigned** |
| [ ]  Mentor Assigned | Name |
| **Orientation Completed** |
| [ ]  (Use Orientation Checklist) |
| **1 Week Check in With Mentor**  |
| [ ]  Go Over Roles & Plan of Mentoring[ ]  Orientation checklist[ ] Self Study Checklist[ ]  Packet Checklist[ ]  Check in procedure[ ]  Other (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Specific Training, Work with Supervisor/Manager** |
| [ ]  SOPs[ ]  Regulatory Documents[ ]  Competency List |
| **2 Week Check in With Mentor** [ ]  Orientation checklist[ ] Self Study Checklist[ ]  Packet Checklist[ ]  Check in procedure[ ]  Other (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **1 Month Check in With Mentor**  |
| [ ]  Professional Organization Form[ ] Self Evaluation Form[ ]  Training Forms[ ]  Check in procedure[ ]  Competency Test Results[ ]  Other (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Work With Mentor to Develop Individual Workplan**  |
| [ ]  Performance Metrics[ ]  Core Competency List |
| **6 Month Check in With Mentor**  |
| [ ]  Individual Workplan[ ] Self Evaluation Form[ ]  Training Forms[ ]  Test Results[ ]  Check in Preocedures[ ]  Other (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **6 Month Performance Review**  |
| [ ]  Performance Review[ ] Invidual Workplan[ ]  Reward & Recognition System[ ]  Continuing Education & Certification Documents[ ]  Progress Reports[ ]  Apply for Internal Committees[ ]  Six Month Job satisfaction Survey[ ]  Other (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **1 Year Performance Review**  |
| [ ]  1 Year Job Satisfaction Survey[ ] Career Assessment[ ]  Apply for Committees External to Agency[ ]  1 Year Performance Review[ ]  Complete Formal Mentor/Mentee Relationship[ ]  Other (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |