



OEWD Form 126: Mid-OJT Monitoring Guide

Trainee Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Begin Date: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Proj. End Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ ONET Code: \_\_\_\_\_

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Questions for staff conducting monitoring visit:

1. Are monthly invoices for reimbursement being submitted on time with the proper documentation, and do time sheets support hours claimed for reimbursement? YES  NO

Comments: \_\_\_\_\_

2. Is the employer adhering to both the provisions of the contract and the contract Assurances? YES  NO  Comments: \_\_\_\_\_

3. Will the employer and trainee complete the OJT Completion Evaluation form at the end of the contract period? YES  NO

4. Is the employer recommended for additional OJT Agreements? YES  NO

Questions for the employer:

5. Who directly supervises and evaluates the progress of the Trainee?

Name: \_\_\_\_\_ Title: \_\_\_\_\_

6. Is the Trainee progressing as expected and on schedule? YES  NO

Comments: \_\_\_\_\_

7. Does the employer expect to retain the Trainee after the end of the training period?

YES  NO  If Not, why? \_\_\_\_\_

Questions for the trainee:

8. Is the trainee being provided with skills as identified in the OJT Training Outline?

YES  NO

Comments: \_\_\_\_\_

9. Is this job meeting the trainee's expectations?

YES  NO  If Not, why? \_\_\_\_\_

10. Does the trainee want to remain employed with this employer and in this occupation?

YES  NO  If Not, why? \_\_\_\_\_

11. Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Completed by: \_\_\_\_\_

Signature: \_\_\_\_\_

Site Visit Date: \_\_\_\_\_ Agency: \_\_\_\_\_