

Check one	
Initial	
Week 1	
Week 4	
Week 8	
Week 12	

Warehouse Training Program Skills Tracker

Name: _____

Date: _____

Job Readiness Skills: Leave blank if not applicable at current warehouse	Not Proficient	Nearing Proficiency	Proficient	Highly Proficient
Attendance: <i>I make it to 80% of my shifts, and I call in when unable to attend</i>				
Punctuality: <i>I am consistently on time</i>				
Appropriate dress: <i>I wear a uniform when required. My clothing is professional and appropriate for the setting. I wear appropriate footwear.</i>				
Work ethic: <i>I work hard, with a good attitude, and do a good job, asking for clarification if needed. I stay on task, follow all rules and procures.</i>				
Cooperation/Interpersonal Skills: <i>I get along with coworkers, staff and customers</i>				
Accountability: <i>I take responsibility for my actions, I do what I say I will do</i>				
Flexibility: <i>I can change tasks when needs to, and can be flexible and do whatever is needed to get the job done</i>				
Communication: <i>I communicate respectfully with staff, coworkers and customers. I ask for help when needed, and call in to make arrangements if I need to adjust my schedule</i>				
Open to Feedback: <i>I can receive constructive feedback and am open to learning and growing</i>				

(turn the page)

Job Skills:	Not Proficient	Nearing Proficiency	Proficient	Highly Proficient
Equipment identification and usage: <i>I know the names of and can use, clean and store these tools:</i>				
<i>Pallet Jack</i>				
<i>Forklift</i>				
<i>Hand Trucks</i>				
<i>Electric Scales</i>				
<i>Other:</i>				
Food Safety: <i>I use proper food safety practices including temperature control, hand washing, proper food storage, and time/date standards</i>				
Safety: <i>I use proper lifting technique, take safety precautions, and adhere to safety regulations</i>				
Receipt of inventory: <i>I can correctly weigh, categorize, and inventory incoming product</i>				
Picking orders: <i>I correctly pull orders of product, I ensure accuracy, I can compile multiple orders</i>				
Bar Coding, Record keeping/data entry: <i>I accurately maintain written and electronic records of inventory and product information</i>				
Customer service: <i>I serve diverse customers with a friendly, pleasant demeanor, I make sure that their needs are satisfied and they go away feeling good about their interaction with me and FFLC</i>				
Quality of work: <i>my work is thorough, accurate, and tidy</i>				

Additional comments: