

## Weekly Work Record Form

The weekly work record form sample for supervisors is designed to efficiently track employee tasks and progress. This **work record form** helps supervisors maintain organized documentation, ensuring accurate performance reviews. Utilizing this template streamlines communication and improves accountability within teams.

Employee Name:	<input type="text"/>	Department:	<input type="text"/>	
Supervisor Name:	<input type="text"/>	Week (MM/DD/YYYY):	<input type="text"/> - <input type="text"/>	Start Date

Date	Tasks/Objectives	Time Spent (hrs)	Progress/Outcome	Supervisor Comments
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_