

# 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" value="Start Date"/> - <input type="text" value="End 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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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