|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Name: |  | Observer’s Name: |  |  |  |

Date:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Work Application Quality Review | Record Meets Expectations | Yes / No |

* The customer’s WorkInTexas work application has thorough and up to date information about the customers with and active or inactive as appropriate
* A customer’s work application must show thorough up-to-date information about the customers work history, skills, education and work requirements.
* The matching profile and the resume reflect the same information.

|  |  |  |  |
| --- | --- | --- | --- |
| *Supervisor: Use Quality Desk aids to determine if the records meet quality expectations* | | | |
| Customer name:  WorkInTexas ID | | | |
| Employee Initials or Signature: |  | Observer Initials or Signature: |  |

Observer Name: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Work Application Quality Review | | | Record Meets Expectations | | Yes / No |
| *Supervisor: Use Quality Desk aids to determine if the records meet quality expectations* | | | | | |
| Customer Name  WorkInTexas ID | | | | | |
| Employee Initials or Signature: |  | Observer Initials or Signature: | |  | |