Subject	Assignment	Progress	Additional trainer notes
Surveying Progress Report		**Crew Lead Name:**	(Pleae Fill out name here)
Department Working In: (input department/ job type here) Shift dates: (please input date range here)		**Employee Name:**	(Please fill out name here)
UNDERSTANDING APPS ***(For additional assistance please user ref. 1 on next sheet)***			
Connecteam	Is trainee clocking in and out at proper times?		
	Is trainee adjusting clock in types properly? (travelling→fielding→lunch→fielding→traveling)		
	If a trainee did not clock in/out at the correct time/ status, do they know how to edit/add the necessary time punches? After overseeing them the first time, are they able to do it alone?		
Monday	Are they understanding which department they are working under?		
	Are they able to find assigned jobs?		
	Are they looking at due dates/ job locations in order to work in most efficient/ effective manner?		
	Are they able to find surveying assistance documents, as well as utilizing them when unsure?		
	Are they utilizing the app assistance video's when they need assistance on the apps? Does there need to be additional video's made?		
	If assigned multiple jobs, are they fielding them in the order of the due dates, if they are input on the board?		
	Is trainee updating status' as applicable, without having to be reminded?		
NAVAN	Does trainee have A. Reimbursement account set up in expense settings, B. Card ordered, and being shipped to home address not LG headquarters, C. Card added to mobile wallet for use without physical card and D. Has option to claim per diem?		
	Have trainee use their navan card (physical or mobile) to pay for gas. Are the understanding and submitting the photo's of receipts properly and right after the transaction?		
	Ensure tech understands per diem is to be claimed at end of week. Do they know how to claim per diem, and have the option on their navan? (ensure they were not given first week's per diem in advance)		
	Do they have Discord downloaded and set up?		
	Do they have their Crew Lead added?		

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Discord	Do they have their Coordinator added?		
	Do they have Training Specialist added?		
	Are they added to any Crew chat threads/ servers?		
Motus	Does Trainee need motus? Does trainee have Motus set up?		
	Has trainee gone through all motus videos?		
	Has trainee filled out all needed forms for motus, MVR release, Direct Deposit, and insurance declaration, etc.?		
	Do they understand how to start tracking their mileage? Do they know how to adjust app to smart tracking to avoid having to input mileage manually?		
	Do they have motus' help info in motus email?		
	Does trainee know they have to submit mileage at the end of each month?		
Google Calendar	Are they shared to their Crews shift calendar?		
	Is trainee going through shift calendar and understanding shift information presented on it?		
	Does trainee understand shift expectations?		
	Is trainee actually going through equipment checklist before leaving?		
Google Earth	Is trainee able to pull kmz/ map file from Monday to google earth?		
	Is trainee able to show street names, and find where poles are?		
	Is trainee understanding where to start job and make a plan to collect pole information in most effective manner?		
In Field Collection's			
Collections	Is survey tech able and understanding how to program job into the ike device?		
	Is survey tech inputting street names into ike device accordingly?		
	Is tech able to identify which ID on pole is electric, and which is telco? If applicable, what numbers/ badges on pole aren't needed?		
	Does tech have an understanding of what to call out? (and are inputting them into the field/ general notes section)		
	Does tech know what an anchor is and what a downguy is?		
	Does the tech understand what spans are which? (forespan, backspan, and others)		

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	How is the technicians quality from the first day to the final training day progressed?		
	How has technician's speed with the device improved?		
	Is Technician consistently showing up with fully charged equipment?		
PERSONALITY/ PHYSICALITY	Was trainee asking questions throughout the training period, did they notice any mistakes before the trainer mentioned them?		
	Does fielder have all required gear? (hard hat, magnets, high vis gear, etc.)		
	Is fielder using all required gear?		
	How has fielders attitude been throughout the training period?		
	How is trainee's balance between quality collections and speed?		
	Is trainees walking pace comperable to the trainer's?		
	What is trainee's avg. pole counts by end of training period?		If below 100, please explain:
Additional Trainer Notes:			