Thirty Day Review Form

WC-24 | Chapter 15 | Both | Version 1.0

Each side prepares before meeting. Compare the actual job with the agreement and decide what needs to change. For a short assignment, use this after the first few shifts.

Write in the spaces or click a blank field to type in Word.

Worker and role	Supervisor and review date

Check	Worker preparation	Owner preparation
1. Does the actual job match the agreement?		
2. Is the problem a training gap or a mismatch?		
3. Is the workload realistic and sustainable?		
4. Does responsibility match authority?		
5. What changes need to be written and signed?		

Worker’s main concern or success

Owner’s main concern or success

Review each adult separately. Include duties, hours, days off, pay, site, tools, training, and authority. Keep personal and medical details private.

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Shared review record

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Participants	Date

What is working and should continue

What needs correction and the specific evidence

Training, equipment, or coverage to provide

Action or change	Person responsible	Due date and check

Agreement amendment needed and effective date

Next review date and how progress will be checked

Worker acknowledgment and date	Owner acknowledgment and date

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