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| --- | --- | --- | --- | --- | --- |
| 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.

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| *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 NameWorkInTexas ID |
|  Employee Initials or Signature: |  | Observer Initials or Signature: |  |