WEEKLY AGENDA/TIMESHEET		
Date Details	**Tasks / Assignments**	**Mentor(s) / Trainer(s)**
Day	Assignment Info	Supervisor Name
Date	Assignment Info	Supervisor Name
Time	Assignment Info	Supervisor Name
Day	Assignment Info	Supervisor Name
Date	Assignment Info	Supervisor Name
Time	Assignment Info	Supervisor Name
Day	Assignment Info	Supervisor Name
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Time	Assignment Info	Supervisor Name
Day	Assignment Info	Supervisor Name
Date	Assignment Info	Supervisor Name
Time	Assignment Info	Supervisor Name

NOTES AND CONTACT INFORMATION

Supervisor Contact: Enter Supervisor Contact Info Here

Program Coordinator: Erica L. Pratz, State HR Analyst IV - erica.pratz@delaware.gov - 302-672-5161

Contact: Employment Services - 302-739-5458

CANDIDATE TIME SHEET

Weekday	Time In	Time Out	Hours	Candidate Initials
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
		Total Hours	Total	

APPROVED

EN Candidate **Date**

Agency Supervisor **Date**

Program Coordinator **Date**