



Training Development Worksheet
Teller

Employee Name _____
 Training Position _____
 Current Position _____
 Supervisor Name _____

Development Status	
1	No training
2	Employee requires constant supervision, does not understand most of job and/or procedures
3	Meets job expectations, requires basic level of supervision and understand basic procedures
4	Requires minimal supervision, has good understanding of job and related procedures
5	Mastered all aspects of related job, thorough understanding of procedures, no supervision required

Essential Job Task	Development Status at End of Training	Training Start Date	Practice Dates	Approval of Supervisor/Trainer Date and Signature	Comments
Cash Drawer					
Strap Denominations	1 2 3 4 5				
Coins	1 2 3 4 5				
Buy from Vault	1 2 3 4 5				
Sell to Vault	1 2 3 4 5				
Balancing Drawer	1 2 3 4 5				
Drawer Limits	1 2 3 4 5				
Accounting for Cash					
Calculator	1 2 3 4 5				
Cash In/Out Screen	1 2 3 4 5				
Scanning					
Scan Checks	1 2 3 4 5				
Scan Onus Checks	1 2 3 4 5				
Scan Daily Work	1 2 3 4 5				
Check 21	1 2 3 4 5				
Research Scanned Items	1 2 3 4 5				
Member ID	1 2 3 4 5				

Notes: