

WORK ETHICS SELF-EVALUATION FORM

Student's Name:

Mid-Semester

End-of-Semester

<u>Grading Scale</u>	Exemplary	Sound	Beginning	Not Yet		Exemplary	Sound	Beginning	Not Yet
3 – 24-30 Exceeds Expectations									
2 – 20-23 Meets Expectations									
1 – 17-19 Needs Improvement									
0 – 0 -16 Unacceptable									

Work Ethics Trait	Point Score					Point Score			
	3	2	1	0		3	2	1	0
Attendance: Attends Class; arrives/leaves on time; notifies instructor in advance of planned absences.									
Character: Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.									
Teamwork: Respects the rights of others; respects confidentiality; is a team worker; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior.									
Appearance: Displays appropriate dress, grooming, hygiene, and etiquette.									
Attitude: Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.									
Productivity: Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates.									
Organizational Skills: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change.									
Communication: Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills.									
Cooperation: Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command.									
Respect: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind.									
SUBTOTAL									

TOTAL SCORE

MID-QUARTER GRADE:

FINAL GRADE:

STUDENT'S GRADE

<u>Explanation of Work Ethics Grades</u>	
Exemplary:	Work ethics performance is exemplary. Student has consistently demonstrated characteristics that will stand out in the work environment
Sound:	All work ethics standards are met. The quality of student's work ethics performance is that of a good employee in the normal work environment
Beginning:	Some standards were not met. Additional training in employability skills is recommended.
Not Yet:	Work ethics performance was below average. Additional training in employability skills is a must if the student is to survive in the work environment