**WORK ETHICS SELF-EVALUATION FORM**

**Student’s Name:**

Mid-Semester End-of-Semester

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

**MID-QUARTER GRADE:**

**FINAL GRADE:**

**TOTAL SCORE**

# STUDENT’S GRADE

|  |  |
| --- | --- |
|  | **Explanation of Work Ethics Grades** |
| 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 |