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**Work Habits - Ratings and Indicators** Student Name

MP

week#

Work habits are the ways in which a worker goes about doing a job. Developing excellent work habits is as important as developing excellent knowledge and job skills, which is why the Career Center evaluates students on their work habit development, and work habits are included as part of each student's class grade.

**Ratings for Work Habits**

| Rating  | Grade  | Attendance/<br>Participation for<br>Excused | Description   |
|---|--------|---|---|
| 5 - Exceptional   | 100% A | 0 - 2                                       | Student always satisfies work habit indicators. Student exceeds work habits standards when possible.  |
| 4 - Acceptable for Employment   | 87% B+ | 3   | Student satisfies work habit indicators a large majority of the time. Student is ready for job placement.                                   |
| 3 - Acceptable for Classroom  | 75% C  | 4   | Student usually satisfies work habit indicators. Student is not ready for job placement.  |
| 2 - Not Acceptable for Classroom  | 55% D  | 5   | Student satisfies the work habit indicators less than half of the time. Student's work habits are not deserving of classroom credit.        |
| 1 - Not Acceptable for CACC   | 0% E   | 6+  | Student rarely satisfies the work habit indicators. Student's work habits need great improvement in order to continue at the Career Center. |
| <b>0 - No credit given</b>  |        |   |   |
| ATTENDANCE WORK HABIT: Students may have up to 2 excused absences each 6-week marking period without it affecting their work habits grade. An unexcused absence results in a zero for the marking period for the Attendance Work Habit. |        |   |   |

**Indicators for Work Habits:** Each work habit has indicators that instructors look for to evaluate a student's level of success in accomplishing the work habit. Each work habit and its indicators of success are listed on the following pages.

Student Comments:

|             |                           |                          |                              |                         |
|-------------|---------------------------|--------------------------|------------------------------|-------------------------|
| <b>5</b>    | <b>4</b>                  | <b>3</b>                 | <b>2</b>                     | <b>1</b>                |
| Exceptional | Acceptable for Employment | Acceptable For Classroom | Not Acceptable for Classroom | Not Acceptable for CACC |

## CACC Work Habits criteria definitions

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### Attendance

- Come to class arriving on time each day
- Meet CACC attendance guidelines and procedures
- Having no more than 2 excused absences in a Marking Period
- 1 or more unexcused absences result in a ZERO

Student score =  
Comments:

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### Safety of Your Work Area and Personal Safety

- Use/store tools and equipment properly
- Follow safety rules/procedures of CACC and the class
- Wear safety clothing and personal protective equipment (PPE) as necessary
- Identify and report unsafe conditions
- Identify and follow emergency procedures
- Maintain a safe work area

Student score =  
Comments:

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### Care/Maintenance of Equipment/Work Area

- Return tools and materials to their proper location
- Inform instructor when equipment is not working properly
- Treat tools and equipment with care and respect
- Leave work area neat and clean

Student score =  
Comments:

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### Good Judgment

- Set and meet goals
- Solve problems
- Make appropriate and reasonable choices
- Manage time well
- Ask questions when necessary
- Work without causing distractions

Student score =  
Comments:

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### Effort

- Complete assigned work
- Do additional work after scheduled work is completed
- Share constructive ideas
- Work continually (steadily) the entire class time
- Follow directions and make an earnest attempt to do the assigned task
- Continually strive to improve self

Student score =  
Comments:

## Cooperation

- Work with others to achieve a common purpose
- Respect others and their property
- Communicate positively
- Comply without argument when asked
- Use appropriate, approved, inoffensive language
- Work quietly so others are not disturbed
- Listen to and consider the opinion of others
- Support CACC and program policies/rules
- Follow verbal and/or written directions

Student score =  
Comments:

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## Self-Discipline and Responsibility

- Come prepared to work (emotionally, physically, and mentally)
- Start work without being asked
- Work in spite of distractions
- Work responsibly without supervision
- Use constructive feedback to improve o Keep voice at a low level when talking
- Be accountable for own actions
- Make rational decisions independently
- Each tardy/leave early reduces above score by 1 point

Student score =  
Comments:

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## Quality of Work

- Complete tasks accurately
- Apply what has been learned to other situations
- Check, verify and proof work
- Show pride in work
- Do work of high quality

Student score =  
Comments:

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## Quantity of Work

- Completing all assigned tasks on time
- Working to full capability

Student score =  
Comments:

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## Acceptable Dress, Grooming & Appearance

- Wear clothes appropriate for CACC program
- Practice good grooming and good hygiene

Student score =  
Comments:

|             |                           |                          |                              |                         |
|-------------|---------------------------|--------------------------|------------------------------|-------------------------|
| 5           | 4                         | 3                        | 2                            | 1                       |
| Exceptional | Acceptable for Employment | Acceptable For Classroom | Not Acceptable for Classroom | Not Acceptable for CACC |