

Work Ethics Evaluation Form

Student Name _____ Grade _____ Period _____

Course Title _____ Instructor _____

Grading Scale	Mid-Program					Final			
	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable		Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable
3 -- 24 - 30 Exceeds Expectations									
2 -- 20 - 23 Meets Expectations									
1 -- 17 - 19 Needs Improvement									
0 -- 0 - 16 Unacceptable									
Work Ethics Traits	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 expectation 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 capabilities; 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.									
TOTAL SCORE									
STUDENT'S GRADE	Mid-Program Grade					Final Grade			

Instructor's Signature _____

Date _____

Explanation of Work Ethics Grades	
Exceeds Expectations:	Work ethics performance is exemplary. Student has consistently demonstrated characteristics that will stand out in the work environment.
Meets Expectations:	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.
Needs Improvement:	Some standards were not met. Additional training in employability skills is recommended.
Unacceptable:	Work ethics performance was below average. Additional training in employability skills is a must if the student is to survive in the work environment.