WORK ETHICS EVALUATION FORM

STUDENT NAME ___________________________ SS# ___________________________ QUARTER ___________________________

COURSE TITLE ___________________________ CRN ___________________________ INSTRUCTOR ___________________________

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 - 24-30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 - 20-23</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>1 - 17-19</td>
<td></td>
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<tr>
<td>0 - 0-16</td>
<td></td>
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</tbody>
</table>

**Work Ethics Trait**

<table>
<thead>
<tr>
<th>Attendance:</th>
<th>Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Character:</td>
<td>Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.</td>
</tr>
<tr>
<td>Teamwork:</td>
<td>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.</td>
</tr>
<tr>
<td>Appearance:</td>
<td>Displays appropriate dress, grooming, hygiene, and etiquette.</td>
</tr>
<tr>
<td>Attitude:</td>
<td>Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.</td>
</tr>
<tr>
<td>Productivity:</td>
<td>Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates.</td>
</tr>
<tr>
<td>Organizational Skills:</td>
<td>Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change.</td>
</tr>
<tr>
<td>Communication:</td>
<td>Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills.</td>
</tr>
<tr>
<td>Cooperation:</td>
<td>Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command.</td>
</tr>
<tr>
<td>Respect:</td>
<td>Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind.</td>
</tr>
</tbody>
</table>

**SUBTOTAL** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**TOTAL SCORE** | 20 | 20

**STUDENT’S GRADE**

**MID-QUARTER GRADE:** 2 (Meets Expectations)  **FINAL GRADE:** 2 (Meets Expectations)

**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.

**Student’s Signature:** ___________________________
**Date:** ___________________________
WORK ETHICS EVALUATION
Exception Form

Name: __________________________  Course: ___________________  Date: ____________

POINTS ADDED OR DELETED PER WORK ETHICS TRAIT:
Exceeds Expectations (+1)  Needs Improvement (-1)  Unacceptable (-2)

_____ Attendance  _____ Character  _____ Teamwork  _____ Appearance  _____ Attitude

_____ Productivity  _____ Organizational Skills  _____ Communication  _____ Cooperation  _____ Respect

PROBLEM OR COMMENDATION:
____________________________________________________________________________________________________________________________________________________________________________________________________________________

STUDENT RESPONSE:
____________________________________________________________________________________________________________________________________________________________________________________________________________________

IMPROVEMENT PLAN:
____________________________________________________________________________________________________________________________________________________________________________________________________________________

Date for Review Session:
(Review may be scheduled for mid-quarter, or at any other designated time.)

____________________________________________________________________________________________________________________________________________________________________________________________________________________

/  
Instructor  
/  
Student

OUTCOME OF REVIEW SESSION:
Points to be added or deleted, if any, from the Work Ethics Evaluation Form:
Exceeds Expectations (+1)  Needs Improvement (-1)  Unacceptable (-2)

_____ Attendance  _____ Character  _____ Teamwork  _____ Appearance  _____ Attitude

_____ Productivity  _____ Organizational Skills  _____ Communication  _____ Cooperation  _____ Respect

____________________________________________________________________________________________________________________________________________________________________________________________________________________

/  
Instructor  Date  
/  
Student  Date

Student’s Signature: __________________________  
Date: __________________________