

## WORK ETHICS EVALUATION FORM

STUDENT NAME \_\_\_\_\_ SS# \_\_\_\_\_ QUARTER \_\_\_\_\_  
 COURSE TITLE \_\_\_\_\_ CRN \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_

<b>Grading Scale</b>	Mid-Quarter				End-of-Quarter			
	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable
<b>3</b> - 24-30 Exceeds Expectations								
<b>2</b> - 20-23 Meets Expectations								
<b>1</b> - 17-19 Needs Improvement								
<b>0</b> - 0-16 Unacceptable								
Work Ethics Trait	Point Score				Point Score			
	3	2	1	0	3	2	1	0
<b>Attendance:</b> Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.								
<b>Character:</b> Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.								
<b>Teamwork:</b> 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.								
<b>Appearance:</b> Displays appropriate dress, grooming, hygiene, and etiquette.								
<b>Attitude:</b> Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.								
<b>Productivity:</b> Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates.								
<b>Organizational Skills:</b> Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change.								
<b>Communication:</b> Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills.								
<b>Cooperation:</b> Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command.								
<b>Respect:</b> Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind.								
<b>SUBTOTAL</b>	0	0	0	0	0	0	0	0
<b>TOTAL SCORE</b>	20				20			
<b><u>STUDENT'S GRADE</u></b>	<b>2 (Meets Expectations)</b>				<b>2 (Meets Expectations)</b>			

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:**

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**STUDENT RESPONSE:**

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**IMPROVEMENT PLAN:**

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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:** \_\_\_\_\_