

## JOB-RELATED BEHAVIORS

**These behaviors are generally rated by a supervisor within ranges of good, average, to poor.**

### **Work Habits**

Attendance  
On time  
Clean and neat  
Wears clothes that are right for the job

### **Work Attitudes**

Shows interest in the job  
Starts job on time  
Keeps working at a steady pace  
Completes job on time  
Looks for work to do  
Corrects errors willingly  
Returns from breaks on time

### **Work Skills**

Knows and follows safety rules  
Uses care to avoid injury  
Keeps area clean  
Gets equipment from storage area  
Does not waste time  
Does not waste materials  
Stays at a task for a required time  
Has good strength – doesn't tire easily  
Accepts changes in work routine  
Uses equipment / tools correctly  
Returns / stores tools  
Can remember what to do  
Has good overall performance  
Can learn routine of a job

### **Social Skills**

Minds own business  
Courteous to others  
Maintains self-control of emotions  
Adjusts to shift in work assignments  
Works well with others  
Follows directions from supervisors  
Accepts criticism  
Asks for help when necessary  
Accepts responsibility for actions

**Include your grades from transition work assignments if you like, or use Work Evaluation Forms.**