

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.