

**Appendix Two  
Work Ethics Evaluation Form**

**WORK ETHICS EVALUATION FORM**

STUDENT NAME \_\_\_\_\_ 900# \_\_\_\_\_ SEMESTER \_\_\_\_\_

COURSE TITLE \_\_\_\_\_ CRN \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_

Grading Scale	Mid-Semester				End-of-Semester					
	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 Trait	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 expectations 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 capability; 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.										
SUBTOTAL	0	0	0	0	0	0	0	0		
TOTAL SCORE					20					20
					MID-SEMESTER GRADE:					FINAL GRADE:
<u>STUDENT'S GRADE</u>					2 (Meets Expectations)					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: \_\_\_\_\_