

**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
<b>Work Ethics Trait</b>	<b>Point Score</b>				<b>Point Score</b>			
Attendance: Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.	3	2	1	0	3	2	1	0
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.								
<b>SUBTOTAL</b>	0	0	0	0	0	0	0	0

**TOTAL SCORE**

20

20

**MID-SEMESTER GRADE:**

**STUDENT'S GRADE**

2 (Meets Expectations)

**FINAL GRADE:**

2 (Meets Expectations)

**Explanation of Work Ethics Grades**

<b>Exceeds Expectations:</b>	Work ethics performance is exemplary. Student has consistently demonstrated characteristics that will stand out in the work environment.
<b>Meets Expectations:</b>	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.
<b>Needs Improvement:</b>	Some standards were not met. Additional training in employability skills is recommended.
<b>Unacceptable:</b>	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:** \_\_\_\_\_