Bates
Technical College

WORKPLACE BEHAVIORS CHECKLIST

STUDENT'S NAME: _____ DATE OF EVALUATION:

SIGNATURE: _____ PERIOD COVERED:

Student's signature serves as a record of review only; does not indicate agreement with an instructor's evaluation

4 3 2 1 0
☐ ☐ ☐ ☐ ☐ OVERALL RATING THIS PERIOD

TASK: Display behavior consistent with acceptable work habits, health/hygiene habits and interpersonal attributes.

PERFORMANCE OBJECTIVE: Given the day-to-day vocational training environment and having been provided with a Workplace Behaviors Checklist, the student will display behavior consistent with acceptable work habits, and interpersonal attributes as defined on the Workplace Behaviors Checklist. The student must attain a rating of 4 on all areas designated as critical, and attain a rating of 3 or higher on all other areas.

Instructor Directions: Evaluate student's behavior during training period according to Rating Scale below. Rate only those behavioral areas for which you have evidence upon which to base an evaluation.

Rating Scale:

4 **Consistently at/above industry entry level**: Student displays the behavior consistently, without being told or reminded what is expected—he/she is committed to this set of values.

3 **At industry entry level**: student adheres to industry standards, displaying the behavior almost all the time, and may need only occasional intervention by the instructor, providing a reminder of what is expected.

2 **Progressing toward industry entry level**: student conforms to industry standards by readily complying with instructor's directives. Student differentiates about half the time between acceptable and non-acceptable behavior.

1 **Aware of industry standards**: student is aware of industry behavioral standards and follows specific directives of instructor. Progress beyond passive acceptance and compliant response is warranted.

0 Insufficient evidence / not observed.

4	3	2	1	0	
☐	☐	☐	☐	☐	***** ATTENDANCE—maintained at least 91% attendance in accordance with College policy.
☐	☐	☐	☐	☐	***** PUNCTUALITY—On time for class at least 95% of time
☐	☐	☐	☐	☐	***** LISTENING—"Listens to learn" and responds to verbal messages
☐	☐	☐	☐	☐	***** COOPERATION—Tries to work as a team member; assists others
☐	☐	☐	☐	☐	***** RECEPTIVE—Accepts and responds accordingly to constructive criticism
☐	☐	☐	☐	☐	HEALTH HABITS—Practices socially acceptable personal hygiene habits
☐	☐	☐	☐	☐	CONFIDENCE—Believes in self; acts with self assurance; makes decisions
☐	☐	☐	☐	☐	PERSERVERENCE—Attends to task; continues difficult tasks until completed
☐	☐	☐	☐	☐	INITIATIVE—Finds work to do without being told; is self-motivated
☐	☐	☐	☐	☐	RELIABILITY—Does tasks assigned without constant supervision
☐	☐	☐	☐	☐	TACT—Considerate of others' feelings; is careful not to cause anger
☐	☐	☐	☐	☐	COMMITMENT—Stands up for personal values; shows respect to school and supervisors
☐	☐	☐	☐	☐	ENTHUSIASM—Demonstrates desire to learn and please; eager to "get to task"
☐	☐	☐	☐	☐	ADAPTABILITY—Adjusts to changes in schedules, new or difficult job assignments
☐	☐	☐	☐	☐	HOUSEKEEPING—Maintains tools, equipment and work stations
☐	☐	☐	☐	☐	LEADERSHIP—Gets others to cooperate toward attainment of common goals
☐	☐	☐	☐	☐	POISE—Maintains self-control in difficult situations

* Denotes **CRITICAL** Area

Evaluator's Signature: _____ Date: _____