



# Work Expectations Student Self-evaluation Form

Scoring: Scale of 1 to 10 with 10 being highest. Please score ALL categories.

In order for a student to receive a WEC, scores from all evaluators must be an average of 8 or higher.

Student does not have to exhibit all behaviors to receive a high score in a category.

| <b>WORK EXPECTATIONS DEFINED AS</b>  | BEG | MID | END |
|--|-----|-----|-----|
| <b>1. Shows a Positive Attitude</b><br><i>Assists others when needed, respects others, shows appreciation, encourages others, recognizes opportunity, looks for the good in others, sees the best in situations, communicates clearly, responds positively to authority</i>  |     |     |     |
| <b>2. Works Well With Others</b><br><i>Sees others perspectives, collaborates/cooperates with others, communicates effectively, works well in groups, encourages others to participate, gives proper assistance to others, exhibits teamwork, adapts to roles, adjusts to adversity, accepts responsibility</i>                                      |     |     |     |
| <b>3. Follows Directions</b><br><i>Produces high quality work, plans/executes strategies effectively, understands and follows rules and procedures, follows and adheres to timelines, applies good listening skills, clarifies directions, completes assignments as required</i>   |     |     |     |
| <b>4. Arrives on Time</b><br><i>Is conscientious, stays on schedule, arrives on time, anticipates constraints, navigates through distractions, overcomes adversity</i>   |     |     |     |
| <b>5. Recognizes Problems and Find Solutions</b><br><i>Thinks critically, accepts challenges, exhibits a systematic way of thinking, shows persistence on tasks, considers choices, finds alternative solutions, recognizes value of failure, reaches conclusions, accesses available resources, exhibits ability to seek resolution to conflict</i> |     |     |     |
| <b>6. Manages Time Effectively</b><br><i>Is organized, is punctual, demonstrates self-discipline, is efficient and reliable, routinely plans and prioritizes, sets realistic and attainable goals, uses and meets deadlines, effectively paces self</i>  |     |     |     |
| <b>7. Applies Good Listening Skills</b><br><i>Values and respects other opinions, knows when to speak &amp; when not to, demonstrates patience, shows empathy to others, asks questions for clarification, recognizes emotions, practices observation, identifies non-verbal communication</i>   |     |     |     |
| <b>8A. Is Honest</b><br><i>Is trusted by others, is truthful/does not lie, does not steal or cheat, acknowledges one's own work, claims own behavior</i>   |     |     |     |
| <b>8B. Is Dependable</b><br><i>Shows up, follows through on commitments, is responsible, is steadfast, remains loyal, is stable and constant, is conscientious, demonstrates stewardship</i>   |     |     |     |
| <b>9. Knows the Need to Pass a Drug or Background Check</b><br><i>Excercises obligations of a law-abiding citizen, understand the need for healthy lifestyle, understands the need to work unimpaired, undertands there are laws, rules &amp; regulations in the workplace, understands purpose of passing drug &amp; background checks</i>          |     |     |     |
| <b>10. Dresses Properly and Practices Good Hygiene</b><br><i>Understand expectations, follows dress code requirements, is clean and neat with attire, practices good grooming (nails, teeth, hands, hair), understands the importance of customer relations, follows protocols, is neat with work product, presents well on social media</i>         |     |     |     |



## Work Ethic Certificate Program Overview and Student Evaluation Instructions

Congratulations for your interest in the Work Ethic Certificate Program at (insert school name)

In order to earn a Work Ethic Certificate issued by the Northwest Indiana Workforce Board and the Northwest Indiana Youth Employment Council, you must complete an Intent to Participate Form, complete the Student Self-Evaluation Form, and select four Adult Evaluators. All documents must be submitted to (insert contact name) by the (insert school name) deadline.

**Completion of Evaluation Form:** Each student should complete the Self-Evaluation located on the back of this page and then follow (insert school name) instructions for submission of the Self-Evaluation. The 10 workforce expectations are based on results from surveys of what local employers want every applicant to demonstrate. Your ability to navigate this process is an additional way of showing your understanding and ability to practice these expectations.

**Adult Evaluations:** You will need to select four adults who can observe and evaluate your ability to demonstrate the 10 expectations and then follow (insert school name) instructions for submission of the Adult Evaluator names and other required forms. Examples of where to find potential adult evaluators include: teachers, counselors, administrators, coaches, club sponsors, mentors, supervisors, community volunteers, youth leaders. You should select adults who have observed you participate, volunteer or work, whether in classes, community service, clubs, projects, groups, teams, sports, jobs, or programs. (*You may have already selected your Evaluators, so just make sure they have the correct form.*)

**Earning the Work Ethic Certificate:** The Adult Evaluators will observe and evaluate you on the 10 expectations throughout the school year. The Adult Evaluators will complete the form and submit to your school's Work Ethic Contact by the designated deadline. The Work Ethic Contact will compile and average the scores from all the Evaluators. In addition, the Work Ethic Contact will evaluate your attendance, community service hours, any discipline referrals, and GPA for seniors. If you average an 8 in all ten categories and achieve the requirements for attendance, community service, and GPA, you will earn your certificate.

**Looking for Employment:** Presenting your Work Ethic Certificate to a potential employer will strengthen your chances at gaining employment. You must be able to demonstrate the **10 Employer Expectations** listed on the certificate. During an interview, you can provide the employer with examples of how you apply the expectations. If you have an interview prior to earning the certificate, you can tell employers that you are working on the certificate.