

Work Ethic Employee Assessment

Employee Name: _____

Date: _____

BEHAVIOUR	BELOW EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
Attitude	<ul style="list-style-type: none"> Brings negative outlook to work Allows events to control their emotions Complains about doing jobs they don't like 	<ul style="list-style-type: none"> Rarely brings negative outlook to work Tries to prevent events from impacting their emotions Does all of their jobs - even if they don't like them 	<ul style="list-style-type: none"> Consistently brings a positive attitude to work Doesn't allow negative events to impact their emotions Finds ways to make even tedious tasks enjoyable
	SCORE 1 <input type="text"/>	SCORE 3 <input type="text"/>	SCORE 5 <input type="text"/>
Attendance	<ul style="list-style-type: none"> Consistently tardy to work Arrives unprepared for the workday Frequently misses deadlines on tasks 	<ul style="list-style-type: none"> Shows up on-time to work Comes ready and prepared for each workday Can be counted on to meet their deadlines 	<ul style="list-style-type: none"> Consistently arrives early to work Is 100 percent prepared to begin work each day Always meets deadlines
	SCORE 1 <input type="text"/>	SCORE 3 <input type="text"/>	SCORE 5 <input type="text"/>
Appearance	<ul style="list-style-type: none"> Often arrives at work in violation of dress code Work output is often sloppy and unprofessional Frequently uses negative tone and body language 	<ul style="list-style-type: none"> Meets company dress code consistently Produces quality work consistently Refrains from using negative tone or body language 	<ul style="list-style-type: none"> Goes above company dress code standards Always produces exceptional quality work Uses positive tone and body language with others
	SCORE 1 <input type="text"/>	SCORE 3 <input type="text"/>	SCORE 5 <input type="text"/>
Ambition	<ul style="list-style-type: none"> Only does the minimum required to complete tasks Lacks awareness of personal weaknesses Has no long-term goals 	<ul style="list-style-type: none"> Takes initiative to do more than the minimum Understands they have personal weaknesses Has set at least one career goal 	<ul style="list-style-type: none"> Consistently finds ways to add value to their tasks Has identified and is working on their personal weaknesses Established several career goals
	SCORE 1 <input type="text"/>	SCORE 3 <input type="text"/>	SCORE 5 <input type="text"/>
Accountability	<ul style="list-style-type: none"> Frequently rationalizes decisions Follows policy they agree with Often shift blame when they make a mistake 	<ul style="list-style-type: none"> Occasionally rationalizes decisions Follows all company policies Usually accepts blame if they make a mistake 	<ul style="list-style-type: none"> Rarely rationalizes decisions Follows all company policies, even when no one is looking Fully accepts blame when they make a mistake
	SCORE 1 <input type="text"/>	SCORE 3 <input type="text"/>	SCORE 5 <input type="text"/>
Acceptance	<ul style="list-style-type: none"> Demonstrates respect only for co-workers they like Has difficulty dealing with diversity in the workplace Does not work well in teams 	<ul style="list-style-type: none"> Shows respect to all co-workers Accepting of most workplace diversity Able to produce quality work as part of a team 	<ul style="list-style-type: none"> Respectful of all co-workers Accepting of all forms of diversity in the workplace Highly effective when working in teams
	SCORE 1 <input type="text"/>	SCORE 3 <input type="text"/>	SCORE 5 <input type="text"/>
Appreciation	<ul style="list-style-type: none"> Rarely gives good service to internal or external customers Does not thank co-workers for their help 	<ul style="list-style-type: none"> Gives good service to internal and external customers Frequently thanks co-workers for their help 	<ul style="list-style-type: none"> Frequently gives exceptional service to internal and external customers Always thanks co-workers
	SCORE 1 <input type="text"/>	SCORE 3 <input type="text"/>	SCORE 5 <input type="text"/>