

Bollman Technical Education Center

Work Ethics Evaluation Form

Student Name _____ Student Phone _____

Bollman Program _____ Period(s) _____ Teacher _____

Student E-mail _____

Company Name or Name of Event _____

Supervisor Name _____ Supervisor Phone _____

Supervisor E-mail _____

Grading Scale 3 – Exceeds Expectations 2 – Meets Expectations
 1 – Needs Expectations 0 – Unacceptable

Work Ethic Trait	Exceeds Expectations 3	Meets Expectations 2	Needs Improvement 1	Unacceptable 0	Comments
Attendance –arrives and leaves on time; notifies supervisors in advance of absences.					
Character-displays loyalty, honesty, trustworthiness, dependability and reliability.					
Teamwork-respects the rights of others and respects confidentiality, is cooperative and a team worker.					
Appearance-displays appropriate dress, grooming, hygiene and etiquette.					
Attitude-displays appropriate positive attitude.					
Productivity-takes initiative, follows safety practices, is neat, clean and organized.					
Communication-Asks questions when appropriate and communicates concerns when needed.					

Subtotals: _____

Total Score: _____