



HARLOWTON JUNIOR HIGH/ HIGH SCHOOL Work Ethics Rubric

Student Name: _____ Date: _____

For each trait listed below, assign a point value based on the student's behavior in your class. After all traits have been assessed, add the points for each trait to determine the work ethics grade on a 50-point scale. Point values can be allocated by using the following recommendations:

- 0 – **UNSATISFACTORY**: Student did NOT meet expectations and performance was unacceptable.
- 1 – **BEGINNING**: Student is beginning to meet some expectations on some days.
- 2 – **NEEDS IMPROVEMENT**: Students is beginning to meet most expectations on some days.
- 3 – **IMPROVING**: Student is beginning to meet most expectations on most days.
- 4 – **MEETS EXPECTATIONS**: Student meets the minimum expectations most of the time.
- 5 – **EXCEEDS EXPECTATIONS**: Student exceeds the minimum expectations all of the time.

Work Ethics Trait	0	1	2	3	4	5
Attendance: Does the student attend class regularly, arrive/leave on time, and complete prearrange before planned absences?						
Character: Does the student demonstrate positive traits such as loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility indicative of a strong work ethic?						
Teamwork: Does the student respect the rights and confidentiality of others, cooperate with others and demonstrate appropriate behaviors when working in a team environment?						
Appearance: Does the student display appropriate dress, grooming, hygiene, and etiquette?						
Attitude: Does the student demonstrate a positive attitude, have self-confidence, self motivation, and seek opportunities for continuous learning?						
Productivity: Does the student follow appropriate safety practices, conserve materials, keep his or her work area neat and clean, follow directions and procedures, make up assignments punctually, and participate in class activities?						
Organizational Skills: Does the student manifest skill in prioritizing and managing time, stress, and change?						
Communication: Does the student display appropriate nonverbal (eye contact, body language) and verbal (listening, etiquette, grammar) skills?						
Cooperation: Does the student display leadership skills, appropriately handle criticism, conflicts, and complaints, demonstrate problem-solving capabilities, maintain appropriate relationships with supervisors and peers, and follow a chain of command?						
Respect: Does the student deal appropriately with cultural/racial diversity and treat others (peers, teachers, administrators, etc.), school property, and the property of others with respect?						

Student Initials _____

Total Points: _____ / 50

Critical Incident: _____

Instructor's Comments/Improvement Strategies _____