

# WORK ETHIC RUBRIC

## Lake Region Vocational Center

<b>Rating Description</b>	12	13	14	15	16	17	18	19	20
	Failing		Marginal	Satisfactory		Very Good		Excellent	

**1. Work habits & attitudes** – Motivation & energy for self-improvement, initiative, enthusiasm, pride in work, adaptability, willingness to learn.

Apathetic, irresponsible. No effort to learn or improve.  <div style="text-align: center;">12    13</div>	Does just enough to get by. Seldom anything to improve work performance. Requires extra supervision.  <div style="text-align: center;">14    15</div>	Shows satisfactory initiative/motivation. Willing to learn when presented with the opportunity.  <div style="text-align: center;">16    17</div>	Diligent towards job. Often seeks to learn and improve performance. Takes pride in work.  <div style="text-align: center;">18    19</div>	Excellent initiative and adaptability. Continually sees better ways to do work. Makes significant contributions to the job.  <div style="text-align: center;">20</div>
---	---	--	---	--

**Comments:**

**2. Interpersonal effectiveness** – Ability to get along with others, tact, courtesy, ability to contribute to a team effort.

Difficult to work with. Uncooperative. Hinders team efforts.  <div style="text-align: center;">12    13</div>	Occasionally reluctant to help. Inclined to be moody and tactless. Doesn't contribute to team effectiveness.  <div style="text-align: center;">14    15</div>	Cooperative and courteous most of the time. Gets along well with others. Willing to support a team's efforts.  <div style="text-align: center;">16    17</div>	Consistently courteous and helpful. Functions effectively as a member of a team.  <div style="text-align: center;">18    19</div>	Excellent in contacts with people even in difficult situations. Goes "extra mile" to make a team successful.  <div style="text-align: center;">20</div>
---	---	--	---	---

**Comments:**

**3. Quality of work** – How accurate, neat, error-free and complete is the work?

Many errors. Sloppy and often incomplete performance of job.  <div style="text-align: center;">12    13</div>	Occasionally careless. Makes recurrent errors. Work needs checking and improvement.  <div style="text-align: center;">14    15</div>	Work meets quality standards. Completes routine assignments thoroughly and with a minimum of errors.  <div style="text-align: center;">16    17</div>	Very accurate, careful and neat. Seldom makes errors on routine assignments.  <div style="text-align: center;">18    19</div>	Consistently high quality work. Accurate and neat on both routine and more complex assignments.  <div style="text-align: center;">20</div>
---	--	---	---	--

**Comments:**

**4. Quantity of work** – How much acceptable work is produced in relation to anticipated deadlines and prior experience on similar assignments?

Always behind in work. Seldom meets deadlines.  <div style="text-align: center;">12    13</div>	Requires close supervision to complete.  <div style="text-align: center;">14    15</div>	Satisfactory amount of work completed. Rarely fails to meet important deadlines.  <div style="text-align: center;">16    17</div>	Consistently completes work on time with little or no supervision required.  <div style="text-align: center;">18    19</div>	Produces high volume of work. Typically asks for additional work and always strives to improve productivity.  <div style="text-align: center;">20</div>
---	--	---	--	---

**Comments:**

**5. Dependability** – Attendance, punctuality, conscientiousness, reliability in meeting commitments.

Very poor attendance. Frequently late to work. Cannot be relied upon to meet commitments.  <div style="text-align: center;">12    13</div>	Improvement needed. Occasionally late to work and/or returning from breaks or lunch. Marginally reliable.  <div style="text-align: center;">14    15</div>	No unexcused absences. Usually prompt for work and returning from breaks.  <div style="text-align: center;">16    17</div>	Very good attendance and punctuality. Can be counted on to meet commitments.  <div style="text-align: center;">18    19</div>	Seldom absent or late for work. Highly dependable and conscientious.  <div style="text-align: center;">20</div>
--	--	--	---	---

**Comments:**