

# Work Checklist

NAME: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

The following are important work-related skills in which we expect our SWAP participants to become proficient. Please evaluate each area and indicate by circling the level of proficiency attained.

1. **Cooperation** – ability to get along with others.
  - a. Gets along well with others; is friendly and helpful.
  - b. Cooperates willingly; gets along with others.
  - c. Usually gets along with others.
  - d. Does not work well with others.
  - e. Is antagonistic; pulls against rather than works with.
2. **Initiative** – Tendency to go ahead.
  - a. Is resourceful; looks for things to learn and to.
  - b. Is fairly resourceful; does well by him/her self.
  - c. Does routine work acceptably.
  - d. Takes very little initiative; requires urging.
  - e. Takes no initiative; has to be instructed repeatedly.
3. **Courtesy.**
  - a. Is very courteous and considerate of others.
  - b. Is considerate and courteous.
  - c. Usually is polite and considerate of others.
  - d. Is not particularly courteous in action or speech.
  - e. Has been discourteous to the public and co-workers.
4. **Attitude Toward Constructive Criticism.**
  - a. Accepts criticism and improves greatly.
  - b. Accepts criticism and improvement is noted.
  - c. Accepts criticism and tries to do better.
  - d. Doesn't pay much attention to criticism.
5. **Knowledge of Job.**
  - a. Knows job well and shows desire to learn more.
  - b. Understands work; needs little supervision.
  - c. Has learned necessary routine, needs supervision.
  - d. Pays little attention to learning the job.
  - e. Has not tried to learn the job.
6. **Accuracy of Work.**
  - a. Seldom makes errors; good quality work.
  - b. Makes few errors; is careful, through and neat.
  - c. Makes errors; average care and neatness.
  - d. Is frequently inaccurate and careless.
  - e. Is extremely careless.
7. **Work Accomplished.**
  - a. Is fast and efficient; production well above average
  - b. Works rapidly; output is above average.
  - c. Works with ordinary speed; work is satisfactory.
  - d. Is slower than average.
  - e. Is very slow; output is unsatisfactory.
8. **Work Habits.**
  - a. Is industrious; concentrates very well.
  - b. Seldom wastes time; is reliable.
  - c. Wastes time occasionally; is usually reliable.
  - d. Frequently wastes time; needs close supervision.
  - e. Habitually wastes time; has to be watched prodded.
9. **Adaptability.**
  - a. Learns quickly; meets changing conditions.
  - b. Adjusts readily.
  - c. Makes adjustments after considerable instruction.
  - d. Slow in grasping ideas; has difficulty adapting.
  - e. Can't adjust to changing situations.
10. **Personal Appearance** – Neatness and personal care.
  - a. Is excellent in appearance; looks neat all the time.
  - b. Is very good in appearance; looks neat most of the time.
  - c. Is passable in appearance; needs to improve.
  - d. Often neglects appearance.
  - e. Is extremely careless in appearance.
11. **Punctuality.**
  - a. Never tardy except for unavoidable emergencies
  - b. Seldom tardy.
  - c. Punctuality could be improved.
  - d. Very often tardy.
  - e. Too frequently tardy.
12. **Attendance.**
  - a. Never absent except for unavoidable emergencies.
  - b. Dependable.
  - c. Usually dependable.
  - d. Not regular enough in attendance.
  - e. Too frequently absent.

Comments:

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Employer's Signature \_\_\_\_\_ SWAP Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_