

Work Ethic Certificate Adult Evaluator Instructions



Congratulations. You have been selected to serve as an Adult Evaluator. You are being asked to complete an evaluation for _____. Please read the instructions below before you begin.

As part of the required process to earn a Work Ethic Certificate issued by the Northwest Indiana Workforce Board and the Northwest Indiana Youth Employment Council, **a student must have four adults evaluate his or her performance against a set of standards.**

The 10 expectations were constructed over the years from three separate surveys when 100+ local employers were asked this simple question: **What do you expect of employees?** From this research data, a set of 10 expectations was created to convey a message to students. Over time a series of posters have been produced and distributed to Northwest Indiana regional schools to compliment what the schools have been teaching and to supplement work ethic programs.

You have been chosen as an adult in the life of this student and are someone who has spent time and observed his or her work ethic. Each adult evaluator must **complete the Evaluation Form** located on the back of this page. Please submit form to the school's work ethic contact by the designated deadline.

Earning the Work Ethic Certificate: The school will compile and average the scores from the four evaluators. If the student averages an 8 or higher in all categories and meets the requirements for attendance, discipline, and community service, he or she will earn a certificate.

Looking for Employment: Presenting the Work Ethic Certificate to a potential employer will strengthen the student's chances of gaining employment, but the student must be able to demonstrate the **10 Employer Expectations**. During an interview, the student can provide examples of how he or she applies these expectations. If the student has an interview prior to earning the certificate, he or she should tell employers that they are working toward work ethic certification.

You can assist the student by providing opportunities to test and strengthen their abilities in activities where they can practice the 10 behaviors. You can also encourage the student to showcase their work ethic at events such as a Workforce Expectation Fair, Job Fairs, or Work Based Learning (Internship/Classroom Activities).

Evaluator Name, Position

Organization/School

Email/Phone

Date

Work Expectations Adult Evaluator Form

Scoring: Scale of 1 to 10 with 10 being highest. Please score ALL categories.



In order for a student to receive a WEC, scores from all evaluators must be an average of 8 or higher.

Student does not have to exhibit all behaviors to receive a high score in a category.

WORK EXPECTATIONS DEFINED AS	SCORE
1. Shows a Positive Attitude	<input type="text"/>
<i>Assists others when needed, respects others, shows appreciation, encourages others, recognizes opportunity, looks for the good in others, sees the best in situations, communicates clearly, responds positively to authority</i>	
2. Works Well With Others	<input type="text"/>
<i>Sees others' perspectives, collaborates/cooperates with others, communicates effectively, works well in groups, encourages others to participate, gives proper assistance to others, exhibits teamwork, adapts to roles, adjusts to adversity, accepts responsibility</i>	
3. Follows Directions	<input type="text"/>
<i>Produces high quality work, plans/executes strategies effectively, understands and follows rules and procedures, follows and adheres to timelines, applies good listening skills, clarifies directions, completes assignments as required</i>	
4. Arrives on Time	<input type="text"/>
<i>Is conscientious, stays on schedule, arrives on time, anticipates constraints, navigates through distractions, overcomes adversity</i>	
5. Recognizes Problems and Find Solutions	<input type="text"/>
<i>Thinks critically, accepts challenges, exhibits a systematic way of thinking, shows persistence on tasks, considers choices, finds alternative solutions, recognizes value of failure, reaches conclusions, accesses available resources, exhibits ability to seek resolution to conflict</i>	
6. Manages Time Effectively	<input type="text"/>
<i>Is organized, is punctual, demonstrates self-discipline, is efficient and reliable, routinely plans and prioritizes, sets realistic and attainable goals, uses and meets deadlines, effectively paces self</i>	
7. Applies Good Listening Skills	<input type="text"/>
<i>Values and respects other opinions, knows when to speak & when not to, demonstrates patience, shows empathy to others, asks questions for clarification, recognizes emotions, practices observation, identifies non-verbal communication</i>	
8A. Is Honest	<input type="text"/>
<i>Is trusted by others, is truthful/does not lie, does not steal or cheat, acknowledges one's own work, claims own behavior</i>	
8B. Is Dependable	<input type="text"/>
<i>Shows up, follows through on commitments, is responsible, is steadfast, remains loyal, is stable and constant, is conscientious, demonstrates stewardship</i>	
9. Knows the Need to Pass a Drug or Background Check	<input type="text"/>
<i>Excercises obligations of a law-abiding citizen, understands the need for a healthy lifestyle, understands the need to work unimpaired, undertands there are laws, rules & regulations in the workplace, understands purpose of passing drug & background checks</i>	
10. Dresses Properly and Practices Good Hygiene	<input type="text"/>
<i>Understands expectations, follows dress code requirements, is clean and neat with attire, practices good grooming (nails, teeth, hands, hair), understands the importance of customer relations, follows protocols, is neat with work product, presents well on social media</i>	