



LINN STATE TECHNICAL COLLEGE

Job Readiness: Classroom or Shop Survey of Attitudes and Behaviors, which impact success of self and/or others in the environment.

For _____ By _____ Department _____ Date _____

Check the statements under each column, which by observations or review of records, you believe to be typical and true.

LEVEL	SAFETY	TRUST	ATTENDANCE	TIMELINESS	WORK HABITS	INTERPERSONAL	CITIZENSHIP	OUTCOMES
5	<input type="checkbox"/> Looks out for safety of self & others	<input type="checkbox"/> Trustworthy of self & of others	<input type="checkbox"/> Usually present & on time <input type="checkbox"/> On task	<input type="checkbox"/> Completes tasks without outside reminders <input type="checkbox"/> Meets deadlines	<input type="checkbox"/> Diligent <input type="checkbox"/> Goes beyond the minimum <input type="checkbox"/> Takes pride in a job well done	<input type="checkbox"/> Respects self & others <input type="checkbox"/> Is civil & uses conventional polite manners	<input type="checkbox"/> Follows rules of college, work & community <input type="checkbox"/> Cooperative	<ul style="list-style-type: none"> ❖ Rewards & respect of co-workers, fellow students, family, friends & community ❖ Recognition by employer
4	<input type="checkbox"/> Need few reminders & heeds those given <input type="checkbox"/> Does not need to be warned <input type="checkbox"/> Careful in use & storage of tools & equipment <input type="checkbox"/> Safe Driver <input type="checkbox"/> Has a record of event-free work w/o accidents or injury to self or others	<input type="checkbox"/> Considered by self & others to be a responsible person who does not lie, cheat or steal <input type="checkbox"/> Does not blame others for own actions <input type="checkbox"/> Does not take credit for work done by others <input type="checkbox"/> Trusts self & others	<input type="checkbox"/> Present & on time for the most part <input type="checkbox"/> Keeps self on task <input type="checkbox"/> Allows others to stay on task <input type="checkbox"/> Does not need warnings or reminders @ attendance	<input type="checkbox"/> Does not usually need reminders @ task starts, time on task or task completion <input type="checkbox"/> Heeds reminders given <input type="checkbox"/> Meets deadlines <input type="checkbox"/> Helps others to meet deadlines	<input type="checkbox"/> Does not need reminders, direct supervision or prompts <input type="checkbox"/> Can sequence work steps w/o help <input type="checkbox"/> Shows pride in work <input type="checkbox"/> Does work beyond minimum assigned <input type="checkbox"/> Good grades	<input type="checkbox"/> Considered by self & others to be a person who respects themselves <input type="checkbox"/> Is civil, polite & good mannered <input type="checkbox"/> Gives credit to others due to them <input type="checkbox"/> Shows modesty @ own accomplishments	<input type="checkbox"/> Does not need many reminders @ rules or law <input type="checkbox"/> Follows rules & routines w/o reminders, rewards or punishments <input type="checkbox"/> Contributes to quality of life for others <input type="checkbox"/> Does right because it is the right thing to do	<ul style="list-style-type: none"> ❖ The backbone of well run colleges & work places ❖ Worthy of positive evaluations at work ❖ Worthy of promotion ❖ Worthy of respect in community ❖ Likely to be recognized & rewarded ❖ Respect of family & friends
3	<input type="checkbox"/> Can heed any warning & reminder given <input type="checkbox"/> Usually takes care in use of tools, equipment & vehicles <input type="checkbox"/> Parks correctly & observes the posted speed limits on grounds <input type="checkbox"/> Correctly stores items	<input type="checkbox"/> Usually can be trusted to take responsibility for own actions <input type="checkbox"/> Not known to gossip <input type="checkbox"/> Not known to lie, cheat, steal or equivocate <input type="checkbox"/> Trusts others	<input type="checkbox"/> Usually present <input type="checkbox"/> Usually on time <input type="checkbox"/> Usually on task <input type="checkbox"/> Able to stay on task w/o disrupting self <input type="checkbox"/> Able to stay on task w/o disrupting others <input type="checkbox"/> Heeds reminders	<input type="checkbox"/> Accepts assigned tasks <input type="checkbox"/> Heeds reminders & prompts <input type="checkbox"/> Meets most deadlines <input type="checkbox"/> Does not rush <input type="checkbox"/> Does not waste time	<input type="checkbox"/> Usually works w/o pushing work off onto others <input type="checkbox"/> Becoming organized <input type="checkbox"/> Learning to work in a sequence of steps w/supervision <input type="checkbox"/> May take pride in completed work <input type="checkbox"/> Goes beyond minimum if prompted	<input type="checkbox"/> Usually civil, respectful, polite & considerate of others feelings <input type="checkbox"/> Needs few reminders or prompts to keep civil <input type="checkbox"/> Does not use slurs <input type="checkbox"/> Can apologize w/o prompts <input type="checkbox"/> Can forgive	<input type="checkbox"/> Can follow rules w/reminders <input type="checkbox"/> Sometimes does not follow rules but accepts the consequences for doing so <input type="checkbox"/> Taking measures to learn how to be more cooperative <input type="checkbox"/> Contributes to quality of life of others	<ul style="list-style-type: none"> ❖ Could make it on a job or college if able to grow from the warnings, prompts & reminders given by supervisors ❖ Could improve job or college evaluations ❖ Improvements could warrant promotion opportunity ❖ Social relationships could improve
2	<input type="checkbox"/> Sometimes has been unsafe & still has problems w/heeding reminders & warnings <input type="checkbox"/> Speeds <input type="checkbox"/> Careless in use of tools, equipment & vehicles <input type="checkbox"/> Fails to store items <input type="checkbox"/> Parks incorrectly	<input type="checkbox"/> May have lied or cheated in the past, but is working to become trusted <input type="checkbox"/> May have stolen in the past, but is working on trust <input type="checkbox"/> Equivocates or lacks ability to hold self responsible for own actions <input type="checkbox"/> Gossips <input type="checkbox"/> Lays blame	<input type="checkbox"/> Chronically absent <input type="checkbox"/> Chronically tardy <input type="checkbox"/> Present, but not on task <input type="checkbox"/> Present on task, but disruptive of self <u>and</u> others <input type="checkbox"/> Warned	<input type="checkbox"/> Needs many reminders to start tasks <input type="checkbox"/> Needs many prompts to stay on task <input type="checkbox"/> Ignores deadlines <input type="checkbox"/> Wastes time <input type="checkbox"/> Rushes <input type="checkbox"/> Needs reminders to finish tasks	<input type="checkbox"/> Does a minimum amount of work to "get by" <input type="checkbox"/> Pushes work off onto others <input type="checkbox"/> Disorganized & unable to sequence <input type="checkbox"/> Learning to take some responsibility for work	<input type="checkbox"/> Has been uncivil, disrespectful, rude, impolite or hurtful to others feelings, but given prompts, reminders & modeling is learning to be more civil & to forgive <input type="checkbox"/> Curbs use of slurs <input type="checkbox"/> Can apologize – given prompts	<input type="checkbox"/> Learning that rules also apply to self <input type="checkbox"/> Learning to do what is <u>told</u> , but only for specific gains, rewards or to avoid punishment <input type="checkbox"/> Still having trouble being cooperative <input type="checkbox"/> Ignores praise	<ul style="list-style-type: none"> ❖ Separation from group ❖ Counseling recommended ❖ Re-education @ attitude ❖ Behavior contracts ❖ Poor job or evaluations ❖ Missed promotions ❖ Poor social relationships
1	<input type="checkbox"/> Substance abuse <input type="checkbox"/> Compromises safety of self w/machines or w/tools <input type="checkbox"/> Danger to self <u>and</u> others <input type="checkbox"/> Ignores warnings <input type="checkbox"/> Violent	<input type="checkbox"/> Lies, cheats, steals, gossips, splits authorities or is otherwise shown to be an untrustworthy person <input type="checkbox"/> Irresponsible <input type="checkbox"/> Dishonest	<input type="checkbox"/> Absent _____ times <input type="checkbox"/> Often absent w/o permission or prior notice <input type="checkbox"/> Chronically tardy or leaves early <input type="checkbox"/> Abuses breaks	<input type="checkbox"/> Procrastinates <input type="checkbox"/> Delays starting tasks or rejects them <input type="checkbox"/> Rushes through tasks <input type="checkbox"/> Unreliable on task completion <input type="checkbox"/> Abuses deadlines <input type="checkbox"/> Refuses to do make ups	<input type="checkbox"/> Lacks diligence <input type="checkbox"/> Takes no pride in work <input type="checkbox"/> Ignores poor quality of work <input type="checkbox"/> "Good enough is good enough" <input type="checkbox"/> Lazy – dodges work <input type="checkbox"/> Poor grades	<input type="checkbox"/> Disrespects self & others <input type="checkbox"/> Lacks civility in both words & actions <input type="checkbox"/> Ignores polite manners <input type="checkbox"/> Instigates <input type="checkbox"/> Creates bad feelings by rude slurs @ sex, race, nationality or other hurtful words <input type="checkbox"/> Cannot apologize <input type="checkbox"/> Unforgiving <input type="checkbox"/> Holds grudges	<input type="checkbox"/> Ignores or breaks rules of college, work & community <input type="checkbox"/> Does not apply group rules to self <input type="checkbox"/> Won't be <u>told</u> what to do <input type="checkbox"/> Uncooperative	<ul style="list-style-type: none"> ❖ Separation from group ❖ Suspension from college ❖ Negative social relations ❖ Fired from job ❖ Unemployment ❖ Possible legal consequences imposed by the authorities ❖ Jail or prison ❖ Loss of significant others

Refer Level 1 behaviors by this profile to Dean of Students (Keep a copy for student file)