

**Job Training Work Skills
And
Self-Evaluation**

Senior HSC #2

Due _____

Name _____

Academic/Career & Technical Related/Demonstration Lesson Plan

2

Instructor Russell

Date _____

Program/Class HSC/SR

Period 5 – 8

State Indicator/Competency:

1.2 Explore professional development opportunities.

18.5.3 Apply teamwork skills during service

Instructional Objective(s):

1. Students will identify 8 of the 11 job training work skills.
2. Students will identify 15 of the 26 areas assessed on a job evaluation with 90% accuracy.
3. Students will identify their own job skills with 90% accuracy.

Materials:

Job Training Work Skills Evaluation Form

Employee Self-Evaluation Form

Method of Instruction:

Blizzard Packet

Activities:

1. Each student will receive a Job Training Work skills and Evaluation packet. The topic will be introduced and an overview will be given.
 - Job Work skills that employees should evaluate themselves on, on a regular basis by asking if they do this good, ok or need improvement:
 1. On time for work
 2. Work Attendance
 3. Work Appearance
 4. Work Quality
 5. Work Speed
 6. Keeping busy at work
 7. Respect for supervisors
 8. Respect for customers or coworkers
 9. My contribution to my employer
 10. Teamwork
 11. Positive Attitude

ASSIGNMENT:

- **Students will read the work skills and evaluation form:**
 1. **Students will rate themselves as a student.**
- **Students will complete the self-job evaluation of their lab work and skills. They will rate each category from 1-3.**

Categories of evaluation:

- | | |
|------------------------------|----------------------------------------|
| a. Personal appearance | o. Follows written directions |
| b. Personal cleanliness | p. Follows oral directions |
| c. Works well with others | q. Quantity of production |
| d. Punctuality | r. Seeks help when needed |
| e. Attendance | s. Follows rules |
| F. Neatness | t. Accepts change w/o complaint |
| g. Honesty | u. Proper use of tools |
| h. Safety | v. Willing to work without being asked |
| i. Courtesy | w. Organized |
| j. Production | x. Names of co-workers and equipment |
| k. Get along with supervisor | y. stamina |
| l. Accepts criticism | |
| m. Follow assigned tasks | |
| n. Recognizes errors | |
2. **Students will write a comment on anything they rank themselves on that is lower than a 3.**
 3. **Students will submit their self-evaluation on the assigned due date.**

Assessment: Self evaluation – 10 points

Job Training Work Skills Student Self-Evaluation

Work Skill	Good	OK	Needs to Improve
1. On time for work	I am always on time for work	I am usually on time for work	I am late for work at times
2. Work Attendance	I have not missed a day of work this year	I hardly ever miss a day of work	I miss too much work
3. Work Appearance	I follow my company's dress code	I look OK for work but could follow my company's dress code a little better	I am not always dressed right for work
4. Work Quality	My supervisor really likes my work quality	The jobs I do are OK. I could improve	I need to do some of my jobs better
5. Work Speed	I work at a fast rate	I could speed up my work a little bit	My work speed is too slow
6. Keeping busy at work	I find things to do when I finish my main jobs	I get my job done and keep busy	I waste time at work
7. Respect for supervisors	I am very respectful to my supervisor	I am OK at showing respect for my supervisors	I need to learn to talk respectfully to supervisors
8. Respect for customers and coworkers	I am polite, helpful to, and show respect to customers. I go out of my way to help them	I am polite, helpful to, and show respect to customers	I need to learn to talk more respectfully to customers and co-workers
9. My contribution to my employer	My work is very important to my employer	My works helps my employer	My work does not always help my employer
10. Teamwork	I work with others to help co-workers and my employer	I work with others to get some jobs done	I need to work better with co-workers
11. Positive Attitude	I am proud of my work and appreciate that I have a job	I like my work and it is a good thing to have a job	I need to respect my work place and be grateful for my job

Rating Yourself

A. Fill out your own review for your job as a student. Then answer the question that follows.

	Above Average	Average	Needs Improvement
1. Attends class every day on time			
2. Has a positive attitude toward school			
3. Studies at least one hour before major tests			
4. Completes work that is assigned			
5. Asks for help when necessary			
6. Works to the best of his or her abilities			
7. Relates well to other students			
8. Follows school rules			
9. Takes part in school activities			
10. Shows respect for teachers and staff			

B. Which of the numbered statements above might be on a real job interview?

Write the statements on the lines below.

JOB EVALUATION

Name _____ Job Station _____ lab _____

Student Signature _____

Date _____

1 – Not at all 2 – Sometimes 3 – All the time	1	2	3	Comments
Personal Appearance - Is your hair neatly combed and under a hat or hair net				
- Is your uniform clean				
Personal Cleanliness - Have you bathed or showered				
- Is your hair clean				
- Are you wearing deodorant				
- Have you brushed your teeth				
Works well with others - Do you get along w/others				
Punctuality - Are you on time to school or work				
Attendance - Do you miss school often				
Neatness - Are you a neat worker				
Honesty - Do you always tell the truth				

1 – Not at all 2 – Sometimes 3 – All the time	1	2	3	Comments
Safety Conscious - Are you aware of safety hazards at work				
Courtesy - Are you polite to others				
- Do you say “please & thank you” to your coworkers				
Production - Do you work at a steady pace				
- Do you keep busy without down times between jobs				
Getting along with Supervisor - Are you respectful to your Supervisor				
Accepts Criticism - Do you get angry or upset if your Supervisor asks you to do things differently				
Follow assigned task to completion - Do you stay with a task until it is finished including clean up				
- Do you stay at your job station until the job is done				
Recognize errors - Do you fix a mistake if you see it				
- Do you realize when you’ve made a mistake				
Can follow written directions - Do you ask for help if you don’t understand				
Can follow oral directions - Do you ask questions if you don’t understand what your told.				

1 – Not at all 2 – Sometimes 3 – All the time	1	2	3	Comments
Quantity of Production - Do you work quickly without stopping				
Seeks help when needed - Do you ask questions when you don't understand direction or need help finding something				
Follow Rules - Do you follow all the rules at work				
Works well with Public - Do you get along well with the customers				
Accepts change without complaint - Do you complain if things are different or do you enjoy it				
Makes proper use of tools - Do you use the right equipment for a job				
Willing to work without being asked - Do you look for more to do when you finish a job				
- Do you ask your Supervisor for things to do				
Organized				
- Can you easily find uniform				
- Can you easily find your assignments				
Names				
- Do you know the names of fellow workers				
- Do you know the names of equipment				
Work Stamina - How many hours can you work without a break	Circle One			1 2 3 4 5 6 7 8