

WORK EXPERIENCE SELF EVALUATION

Name: _____ Date: _____

Work Performance Soft Skills	I could improve in this area	Strategies
Dedication	☞ Maintains good attendance	• Make appointment on non-workdays • Make work the priority •
	☞ Professional work attitude	• Shift to “work mode” when entering job • Smile, say “ok” •
Performance	☞ Maintains high quality of work	• Recheck work - How does this look? • Restate directions after learning •
	☞ Completes job tasks given in a timely manner	• Count how much you have done • Set small goals for yourself •
	☞ Willingness to try new things	• Say “I will try that” • Try before you say you can’t do it •
	☞ Follows directions	• Listen carefully and do the job the way the boss teaches •
Communication / People Skills	☞ Responds appropriately to direction and training (accepts directions and corrections)	• Say “Ok, I will” then follow directions •
	☞ Call in when unable to attend work or will be late	• Have phone number where you can find it • Call work and school both •
	☞ Communicates appropriately with customers (smile, acknowledge)	• Smile at customers and say “Hi” or “May I help you?” •
	☞ Gets along with supervisors and coworkers	• Smile and say “Hi” to coworkers and boss •
Initiative	☞ Starts tasks independently	• Look at checklist • Look at jobs and see what needs to be done before asking

		•
	⌈ Seeks more tasks	• Ask boss “Should I work on my normal routine or is there something else you want me to do?” •
Appearance	⌈ Well groomed. Clean. Neat. Dressed appropriately for work.	• Plan clothes night before • Look in mirror •

GOALS

STRATEGIES

1. _____

2. _____

3. _____

