

## AJA<sup>TM</sup>LSTC Job Readiness/Work Ethics Score Chart

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

	*SAFETY	TRUST	TIMELINESS	WORK HABITS	INTERPERSONAL	CITIZENSHIP
<b>4</b>	<input type="checkbox"/> Looks out for safety of self and others <input type="checkbox"/> Non-violent <input type="checkbox"/> Not an issue <div style="text-align: right;">4 <input type="checkbox"/></div>	<input type="checkbox"/> Trustworthy <input type="checkbox"/> Honest <input type="checkbox"/> Reliable <input type="checkbox"/> Trusts others & self <input type="checkbox"/> Not an issue <div style="text-align: right;">4 <input type="checkbox"/></div>	<input type="checkbox"/> Completes tasks and meets deadlines <input type="checkbox"/> Not an issue <div style="text-align: right;">4 <input type="checkbox"/></div>	<input type="checkbox"/> Diligent, goes beyond the minimum <input type="checkbox"/> Organized <input type="checkbox"/> Takes pride in a job well done <input type="checkbox"/> Looks for things to do <input type="checkbox"/> Not an issue <div style="text-align: right;">4 <input type="checkbox"/></div>	<input type="checkbox"/> Respectful of self and others <input type="checkbox"/> Civil of temperament <input type="checkbox"/> Polite manners <input type="checkbox"/> Good hygiene <input type="checkbox"/> Not an issue <div style="text-align: right;">4 <input type="checkbox"/></div>	<input type="checkbox"/> Follows rules <input type="checkbox"/> Obeys laws <input type="checkbox"/> Cooperative <input type="checkbox"/> Not an issue <div style="text-align: right;">4 <input type="checkbox"/></div>
<b>3</b>	<input type="checkbox"/> Usually able to stay safe and to keep others safe without supervision or monitoring <input type="checkbox"/> Need few reminders and heeds those given <input type="checkbox"/> Does not need to be warned <input type="checkbox"/> Careful in use and 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 <div style="text-align: right;">3 <input type="checkbox"/></div>	<input type="checkbox"/> Usually trustworthy without monitored <input type="checkbox"/> Trusting of self and of others <div style="text-align: right;">3 <input type="checkbox"/></div>	<input type="checkbox"/> Usually completes task and meets deadlines without being monitored <div style="text-align: right;">3 <input type="checkbox"/></div>	<input type="checkbox"/> Usually shows job ready work habits: <ul style="list-style-type: none"> <li>• Goes beyond minimum</li> <li>• Gaining pride in work</li> <li>• Good attitude without supervision</li> </ul> <div style="text-align: right;">3 <input type="checkbox"/></div>	<input type="checkbox"/> Usually displays <ul style="list-style-type: none"> <li>• Respect</li> <li>• Civility</li> <li>• Manners</li> <li>• Hygiene</li> </ul> Without supervision <div style="text-align: right;">3 <input type="checkbox"/></div>	<input type="checkbox"/> Usually displays gains <ul style="list-style-type: none"> <li>• Respect</li> <li>• Civility</li> <li>• Following rules</li> <li>• Level of cooperation with peers and with staff without supervision</li> </ul> <div style="text-align: right;">3 <input type="checkbox"/></div>
<b>2</b>	<input type="checkbox"/> Heeding warnings <input type="checkbox"/> Improving <input type="checkbox"/> Usually safe with supervision <input type="checkbox"/> Usually takes care in use of tools, equipment & vehicles <input type="checkbox"/> Correctly stores items <div style="text-align: right;">2 <input type="checkbox"/></div>	<input type="checkbox"/> Heeding warnings <input type="checkbox"/> Improving <input type="checkbox"/> Usually can be trusted with supervision or monitoring <div style="text-align: right;">2 <input type="checkbox"/></div>	<input type="checkbox"/> Heeding warnings <input type="checkbox"/> Improving <input type="checkbox"/> Usually completes tasks and meets deadlines with supervision and monitoring <div style="text-align: right;">2 <input type="checkbox"/></div>	<input type="checkbox"/> Heeding warnings <input type="checkbox"/> Improving <ul style="list-style-type: none"> <li>• Work habits</li> <li>• Attitude with supervision</li> </ul> <div style="text-align: right;">2 <input type="checkbox"/></div>	<input type="checkbox"/> Heeding warnings <input type="checkbox"/> Improving <ul style="list-style-type: none"> <li>• Respect</li> <li>• Civility</li> <li>• Manners</li> <li>• Hygiene</li> </ul> With supervision <div style="text-align: right;">2 <input type="checkbox"/></div>	<input type="checkbox"/> Heeding warnings <input type="checkbox"/> Improving <ul style="list-style-type: none"> <li>• Following rules</li> <li>• Cooperation with peers and with staff</li> </ul> With supervision and monitoring <div style="text-align: right;">2 <input type="checkbox"/></div>
<b>1</b>	<input type="checkbox"/> Warned about issues from Level 0 <input type="checkbox"/> Under supervision <input type="checkbox"/> Making Safety corrections <input type="checkbox"/> Sometimes has been unsafe and still has problems w/heeding reminders & warnings <input type="checkbox"/> Careless in use of tools, equipment/vehicles <input type="checkbox"/> Fails to store items <div style="text-align: right;">1 <input type="checkbox"/></div>	<input type="checkbox"/> Warned about issues from Level 0 <input type="checkbox"/> Under supervision <input type="checkbox"/> Making corrections <ul style="list-style-type: none"> <li>• Trust of self</li> <li>• Trust of others</li> </ul> <div style="text-align: right;">1 <input type="checkbox"/></div>	<input type="checkbox"/> Warned about issues from Level 0 <input type="checkbox"/> Under supervision <input type="checkbox"/> Making corrections <ul style="list-style-type: none"> <li>• Tasks compliance of deadlines</li> </ul> <div style="text-align: right;">1 <input type="checkbox"/></div>	<input type="checkbox"/> Warned about issues from Level 0 <input type="checkbox"/> Under supervision <input type="checkbox"/> Making corrections <ul style="list-style-type: none"> <li>• Work habits</li> <li>• Attitude</li> </ul> <div style="text-align: right;">1 <input type="checkbox"/></div>	<input type="checkbox"/> Warned about issues from Level 0 <input type="checkbox"/> Under supervision <input type="checkbox"/> Making corrections <ul style="list-style-type: none"> <li>• Respect</li> <li>• Civility</li> <li>• Manners</li> <li>• Hygiene</li> </ul> <div style="text-align: right;">1 <input type="checkbox"/></div>	<input type="checkbox"/> Warned about issues from Level 0 <input type="checkbox"/> Under supervision <input type="checkbox"/> Making corrections <ul style="list-style-type: none"> <li>• Following rules</li> <li>• Cooperation with peers and with staff</li> </ul> <div style="text-align: right;">1 <input type="checkbox"/></div>
<b>0</b>	<input type="checkbox"/> Ignores warnings <input type="checkbox"/> Unsafe - self <input type="checkbox"/> Unsafe - others <input type="checkbox"/> Takes risks <input type="checkbox"/> Misuses machines or tools <input type="checkbox"/> Violent <div style="text-align: right;">0 <input type="checkbox"/></div>	<input type="checkbox"/> Ignores warnings <input type="checkbox"/> Untrustworthy <input type="checkbox"/> Lies, cheats, steals <input type="checkbox"/> Dishonest <input type="checkbox"/> Irresponsible <input type="checkbox"/> Unreliable to self and/or others <div style="text-align: right;">0 <input type="checkbox"/></div>	<input type="checkbox"/> Ignores warnings <input type="checkbox"/> Procrastinates when starting and completing tasks <input type="checkbox"/> Ignores or abuses deadlines <input type="checkbox"/> Does not turn in homework <input type="checkbox"/> Unreliable on task completion <div style="text-align: right;">0 <input type="checkbox"/></div>	<input type="checkbox"/> Ignores warnings <input type="checkbox"/> Lazy <input type="checkbox"/> Indolent <input type="checkbox"/> "Good enough is good enough" <input type="checkbox"/> No pride in work <input type="checkbox"/> Thinks minimum is maximum <div style="text-align: right;">0 <input type="checkbox"/></div>	<input type="checkbox"/> Ignores warnings <input type="checkbox"/> Disrespectful of self and others <input type="checkbox"/> Lacks civility-rude <input type="checkbox"/> Instigates <input type="checkbox"/> Creates bad feelings <input type="checkbox"/> Uses slurs <input type="checkbox"/> Gossips <div style="text-align: right;">0 <input type="checkbox"/></div>	<input type="checkbox"/> Ignores warnings <input type="checkbox"/> Breaks rules/laws <input type="checkbox"/> Self-centered <input type="checkbox"/> Uncooperative <input type="checkbox"/> Cannot be directed or told No, Stop or Wait <div style="text-align: right;">0 <input type="checkbox"/></div>
<b>Subtotal</b>						
<b>Total of All Columns</b>						
(Total of All Columns divided by the Number of Categories Scored) <b>Final Grade</b>						

\*The Safety category is optional for general education courses.