

WORKPLACE SUPERVISOR FEEDBACK FORM

Development of attitudes and behaviours required in the workplace



SCHOOL INFO AND/OR LOGO

Name:

Year:

- PWT: Work Skills
 TST: Preparation for a Semiskilled Trade

**Accurate choice of attitudes
and behaviours**

**Degree of Adaptability to the
Workplace**

Attitude/Behaviour	Evidence	Evidence
Responsibility & Reliability <ul style="list-style-type: none"> • Is punctual • Attends work regularly • Follows verbal instructions • Communicates issues in a timely manner • Is dependable 		
Respect for the Work Environment <ul style="list-style-type: none"> • Maintains work area and equipment • Is actively aware of work environment • Respects health & safety guidelines 		
Self-Discipline <ul style="list-style-type: none"> • Demonstrates good personal hygiene and appearance • Is trustworthy • Does not demonstrate disruptive behaviours • Demonstrates positive attitude, despite external factors 		
Autonomy <ul style="list-style-type: none"> • Manages own schedule within requirements of workplace • Identifies workplace issues and problem-solves • Communicates basic needs • Demonstrates judgement & decision-making skills • Shows independence (completes tasks without supervision) 		
Relationships & Teamwork <ul style="list-style-type: none"> • Has appropriate relationships with co-workers • Has appropriate relationships with supervisors • Has appropriate relationships with clients • Demonstrates concern for others • Offers help (without prompt) 		
Thoroughness <ul style="list-style-type: none"> • Works steadily (time spent in productive work) • Sees a task through to completion • Checks for errors in own work (quality of work) • Is productive (quantity of work) 		
Attentiveness & Open-Mindedness <ul style="list-style-type: none"> • Listens to supervisor and coworkers • Respects others' diversity • Identifies positive role models • Accepts correction • Demonstrates flexibility/responds positively to new situations • Is able to transfer skills to a new task 		
Desire to Learn & Improve <ul style="list-style-type: none"> • Demonstrates motivation and interest in work • Demonstrates willingness and ability to learn • Asks relevant questions • Demonstrates interest in the global work environment (company, trade, or field of work) 		
Initiative <ul style="list-style-type: none"> • Offers help without prompt • Independently identifies and responds appropriately to needs of the workplace 		

- Sets and meets goals outside of basic work expectations
- Suggests a new idea or project

• N O T E S •

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