

**Work Ethic Mini Badge Check List**

***Positive Attitude***

**Participants Name:**

**Date(s) Observed:** (Minimum of 10 observations during evaluation period)

**Staff / Mentor Signature:**

Daily community meeting completed

* + Demonstrated proper interaction with peers
	+ Demonstrated proper interaction with supervisors
	+ Demonstrated proper customer satisfaction
	+ Demonstrated a positive attitude to supervisor feedback
	+ Other: (Use space below)

**Staff sign below when all requirements have been satisfied.**

**Staff Signature:**



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***Honesty and Integrity***

**Participants Name:**

**Date(s) Observed:** (Minimum of 10 observations during evaluation period)

**Staff / Mentor Signature:**

* + All workplace equipment and tools accounted for
	+ Remained at job site and work area
	+ Completed assignments as given
	+ Other: (Use space below)

**Staff sign below when all requirements have been satisfied.**

**Staff Signature:**



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***Adaptability***

**Participants Name:**

**Date(s) Observed:** (Minimum of 10 observations during evaluation period)

**Staff / Mentor Signature:**

* + Accepted and completed all assignments
	+ Adjusted to challenges with a positive attitude
	+ Other: (Use space below)

**Staff sign below when all requirements have been satisfied.**

**Staff Signature:**



**Work Ethic Mini Badge Check List**

***Motivation to Learn and Grow***

**Participants Name:**

**Staff / Mentor Signature:**

* + Orientation completed: (Mandatory for participant if no previous work experience.)
	+ Date(s):

Certifications / Licenses Completed: (Must complete a minimum of one national certification.)

* + - ServSafe

Date:

* + - HAZWOPER

Date:

* + - OSHA

Date:

* + - CNA

Date:

* + - Other Certification

Certification:

Date:

Auberle’s Job Readiness Program: (Must be in Auberle’s job readiness program for a minimum of 90 days.)

* Position:

Evaluation Period:

Soft Skill Development:

* Jump Start to Success

Date Completed:

* UPMC Power Program

Date Completed:

* Sanctuary Training

Date / Module

Completed:

* Other

Date and Skill Completed:

**Staff sign below when all requirements have been satisfied.**

**Staff Signature:**



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***Professionalism***

**Participants Name:**

**Date(s) Observed:** (Minimum of 10 observations during evaluation period)

**Staff / Mentor Signature:**

* + Orientation completed.
	+ Appropriate attire worn weekly
	+ Professional language used weekly
	+ Professional behavior demonstrated weekly
	+ Cell phone policy and procedure followed
	+ Social media policy and procedure followed
	+ Other(Use space below)

**Staff sign below when all requirements have been satisfied.**

**Staff Signature:**



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***Teamwork***

**Participants Name:**

**Date(s) Observed:** (Minimum of 10 observations during evaluation period)

**Staff / Mentor Signature:**

* + Ropes course completed

 Date(s):

* + Participated in all team building activities (List below with dates)

**Staff sign below when all requirements have been satisfied.**

**Staff Signature:**



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***Punctuality***

**Participants Name:**

* + Paycom electronic payroll system used for measuring punctuality
	+ Followed proper procedures for being late (no more than three late punches for ninety day evaluation period)

Comments (Use space below)

**Staff sign below when all requirements have been satisfied.**

**Staff Signature:**



**Work Ethic Mini Badge Check List**

***Attendance***

**Participants Name:**

**Staff / Mentor Signature:**

* + Paycom electronic payroll reports will be used to measure attendance
	+ Followed proper procedures for calling off (no more than three excused absences during ninety day evaluation period)

Comments (Use space below)

**Staff sign below when all requirements have been satisfied.**

**Staff Signature:**



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***Ability to Follow Direction***

**Participants Name:**

**Date(s) Observed:** (Minimum of 10 observations during evaluation period)

**Staff / Mentor Signature:**

* + Completed assignments in proper timeframe
	+ Adhered to supervisors directives

Comments (Use space below)

**Staff sign below when all requirements have been satisfied.**

**Staff Signature:**



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***Communication***

**Participants Name:**

**Date(s) Observed:** (Minimum of 10 observations during evaluation period)

**Staff / Mentor Signature:**

**Communication**

* + Used proper voice tone on the job site
	+ Demonstrated proper attitude on the job site
	+ Communicated openly with supervisor
	+ Other

**Staff sign below when all requirements have been satisfied.**

**Staff Signature:**