



Task Title: Completing an Excellent Employee Checklist
OALCF Cover Sheet – Learner Copy

Learner Name : _____

Date Started : _____

Date Completed: _____

Task Description:

It is important to understand the importance of conducting yourself in the right way in the workplace. In this task the learner will self-assess his character traits as they relate to being a good employee.

Competency:

- A. Find and Use Information
- B. Communicate Ideas and Information

Task Groups:

- A1: Read continuous text
- B3: Complete and create documents

Level Indicators:

- A1.1: Read brief texts to locate specific information
- B3.1a: Make straightforward entries to complete very simple documents

Materials Required:

- Pen/pencil
- Excellent Employee Checklist
- Highlighter

Task

It is important to understand how important proper personal conduct is in the workplace.

- Task 1: Read the items listed in the Excellent Employee Checklist.
- Task 2: Put a check mark beside each item in the table below which you think is an important trait to have in the workplace.
- Task 3: Put a check mark beside each item in the table below you think you need to work on.

Excellent Employee Checklist

(adapted from Business-in-a-Box <http://www.biztree.com/>)

Table 1:Excellent employee checklist

Excellent Employee Checklist	Important Trait to have in Workplace	Need to Work on
Be on time. If you are going to be late or absent, notify your supervisor as soon as possible		
Understand that all relationships require trust, direction, communication, and commitment to be successful.		
Keep yourself healthy, always focused and alert at all times.		
Find the value in the diversity of employees and customers.		

Excellent Employee Checklist	Important Trait to have in Workplace	Need to Work on
Don't be afraid to say, "I don't know." It is better to confess ignorance and learn the right way of doing things than to pass on, or rely on, false information that may be damaging to you and the company.		
Don't talk behind someone's back. Employers expect loyalty and best efforts. If you dislike your supervisor or the company, let them know what is going on and try to work it out.		
Don't just punch the clock. If you run out of things to do during the workday, find out if there is anything else you can do to help bring value to the company, its clients, customers, and other stakeholders.		
Don't be afraid to admit mistakes. It is better to admit that you made a mistake, realize why you made the mistake, and then make sure you don't do it again.		
Dress correctly. Wear clothes that will make other people feel comfortable and that reflect your value to the company.		
Don't harass, discriminate, use profanity or tell off-colour jokes.		
Be honest and trustworthy. Follow the code of ethics found in the employee handbook.		
Think! Be creative and innovative.		
Follow the Golden Rule. Act with respect and responsibility to those around you.		