



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

Learner Name : _____

Date Started : _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

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

Performance Descriptors: See chart on last page

Materials Required:

- Pen/pencil
- Excellent Employee Checklist
- Highlighter

Instructor preparation:

Provide the learner with a copy of the Excellent Employee Checklist. Once completed, file the checklist in the learner’s portfolio and review it from time to time to see if there have been changes.

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.		

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	Reads short texts to locate a single piece of information			
A1.1	decodes words and makes meaning of sentences in a single text			
A1.1:	identifies the main idea in brief texts			
B3.1a:	makes a direct match between what is requested and what is entered			

This task:

Was successfully completed

Needs to be tried again

Learner Comments:

Instructor (print):

Learner Signature: