Performance Checklist for Professionalism and Communication

**Date \_\_\_\_\_\_\_\_\_\_\_ Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| **Skill** | **Acceptable  (provide some examples)** | **Needs Improvement**  **(provide specific direction)** |
| 1. Attendance is excelled |  |  |
| 2. Arrive/leave on time |  |  |
| 3. Dress modestly and neatly |  |  |
| 4. Demonstrate coping skills for high-stress situations |  |  |
| 5. Display flexibility (be able to change when necessary) |  |  |
| 6. Always ensure safety of self and others |  |  |
| 7. Finish assigned tasks completely on time |  |  |
| 8. Practice cultural sensitivity |  |  |
| 9. Participate fully in work activities without distracting others |  |  |
| 10. Ask about ways to improve your work |  |  |
| 11. Never use cell phones for personal communication when you should be working |  |  |
| 12. Seek opportunities to help others |  |  |
| 13. Look for solutions to problems |  |  |
| 14. Be willing to try or learn something new |  |  |
| **Additional Notes:** | | |

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| **Skill** | **Acceptable  (provide some examples)** | **Needs Improvement**  **(provide specific direction)** |
| 15. Ask others "What do you need?" and "How can I help you?" |  |  |
| 16. Restate and confirm your own understanding when listening others or receiving instructions |  |  |
| 17. Check for understanding when speaking or giving instructions |  |  |
| 18. Speak clearly so that you can be easily understood; speak loudly enough when necessary |  |  |
| 19. Follow instructions as given |  |  |
| 20. Explain procedures clearly |  |  |
| 21. Never speak poorly of supervisors, manager, or other workers |  |  |
| 22. Not participate in blaming |  |  |
| 23. Not participate in arguments with raised voices or physical contact |  |  |
| 24. Demonstrate understanding of safety and/or specific workplace issues and regulations |  |  |
| 25. Use language appropriate to being in a professional job |  |  |
| **Additional Notes:** | | |

**Acknowledgement:**

**Date \_\_\_\_\_\_\_\_\_\_\_ Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**