

OFFICE ADMINISTRATION

Work Experience Final Professional Behavior Assessment

Student Name: Alexandra Grosset

Supervisor Name: Joanne Holland

Date: April 18, 2013

Company Name: Joanne's Bookkeeping Service

AREA OF RESPONSIBILITY	OUTSTANDING	ABOVE AVERAGE	MEETS REQUIREMENTS	OPPORTUNITY FOR GROWTH
A. Communication				
1. Actively listens to supervisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Participates during office discussions when appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Questions, in a positive manner, any material or instructions not understood	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Strives to communicate well by concentrating fully on what is being said and by avoiding inappropriate or poorly chosen words	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Follows proper procedures when there is a question or complaint by seeking out the supervisor at an appropriate time in an appropriate location	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Reliability				
6. Attends work each scheduled day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Prioritizes and schedules time effectively	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does not impose on others by abusing sick leave or taking long breaks or coming in late or leaving early	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Completes all assigned work accurately and on time	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Personal Behaviors				
10. Displays self-discipline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Promotes team work and helps other employees when appropriate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Refrains from gossip	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Refrains from disruptive behavior such as excessive talking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Refrains from negative criticism of supervisor or colleagues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Refrains from criticizing others' work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Maintains confidentiality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Promotes a sense of pride and ownership in their work and their company	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. Refrains from excessive, repetitive requests for help from others