** WORK BEHAVIORS SUMMARY**

**NAME: Mary Jones SITE: CVS**

**POSITION: Cashier SPVR: Jen Smith**

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| **Work Behaviors Week Ending** | 5/2 | 5/9 | 5/16 | 5/23 |
| 1. **Attendance** (absenteeism, appointments, early dismissals) | A+ |  |  |  |
| 1. **Punctuality** (start-up, breaks and lunches) | B |  |  |  |
| 1. **Calls in when absent / late** (timing of calls) | N/A |  |  |  |
| 1. **Grooming and dress** (neatness, cleanliness and appropriateness) | A |  |  |  |
| 1. **Communication skills** (ability to appropriately verbalize with supervisor) | C |  |  |  |
| 1. **Personal complaints** (somatic and job complaints) | A |  |  |  |
| 1. **Follows rules, regulations and procedures** | A |  |  |  |
| 1. **Reaction to change in assignment** (attitude towards change) | A |  |  |  |
| 1. **Acceptance of authority** (attitude to supervisors and team leaders) | A |  |  |  |
| 1. **Reaction to close supervision** (observation by spvr, trainer, evaluator) | B - |  |  |  |
| 1. **Reaction to criticism** (response to and willingness to change) | A |  |  |  |
| 1. **Enthusiasm for work** (motivation, attitude, willingness to learn) | A |  |  |  |
| 1. **Reaction to pressure** (reaction to time constraints and demands) | B |  |  |  |
| 1. **Interaction with co-workers** (social and work related interactions) | C |  |  |  |
| 1. **Works cooperatively with others** (willingness to work with others) | C |  |  |  |
| 1. **Ability to cope with unusual situations or work problems** | C |  |  |  |
| 1. **Ability to follow directions** (amount of instruction / demo needed) | B- |  |  |  |
| 1. **Ability to complete several tasks after directions** | B- |  |  |  |
| 1. **Quality of work** (accuracy and thoroughness) | C+ |  |  |  |
| 1. **Adaptability** (ability to shift directions and change tasks) | B |  |  |  |
| 1. **Improvement with repetition** (improved speed and quality) | B- |  |  |  |
| 1. **Initiative** (resourcefulness, anticipation) | B |  |  |  |
| 1. **Neatness and organization** | A+ |  |  |  |
| 1. **Ability to work independently** | C |  |  |  |
| 1. **Comprehends scope of occupation** | A |  |  |  |
| 1. **Physical tolerance** (prolonged standing, lifting, sitting, bending, etc.) | A |  |  |  |

**Ratings: A+, A, A-** Superior range

**B+, B, B-** Acceptable range

**C+, C, C-** Needs improvement range

**D** Unacceptable

**N/A** Not applicable