

BEHAVIOR MANAGEMENT FORM

Name _____ Date _____

Directions: For each behavior, the manager should indicate whether the student worker exhibited the behaviors. The student worker should also fill one out for a self-assessment.

				Warnings		
Attendance				1	2	3
Were you on time?	Y	N	/			
Did you report an absence?	Y	N	/			
Were you late?	Y	N	/			
Did you work every day scheduled	Y	N	/			
Uniform & Personal Hygiene				1	2	3
Did you tie your hair back?	Y	N	/	NA		
Did you wash your hands correctly	Y	N	/			
Did you wear proper job clothes?	Y	N	/			
Were you & your clothes clean?	Y	N	/			
Customer Service				1	2	3
Were you respectful to others?	Y	N	/			
Did you offer to help others?	Y	N	/			
Were you friendly & smiling?	Y	N	/			
Did you use good manners?	Y	N	/			
Teamwork & Manager Respect				1	2	3
Did you work well with others?	Y	N	/			
Were you respectful?	Y	N	/			
Did you follow directions?	Y	N	/			
Did you complete your work?	Y	N	/			
Work Habits				1	2	3
Did you get back to class on time	Y	N	/			
Did you leave work area clean?	Y	N	/			
	Y	N	/			