



WANIC Workplace Expectations "The WANIC Way" wanic.org

WANIC's primary goal is to prepare students for post-secondary education and/or rewarding careers. We value, teach and model skills that help students become successful, respected, and confident members of society during high school and beyond. The WANIC Way complements teachers' classroom policies to support this mission.

PROFESSIONALISM CHARACTERISTICS & GOALS		NEEDS IMPROVEMENT Below Standard	NEEDS IMPROVEMENT Approaching Standard	EMPLOYABLE Meeting Standard	HIGHLY SOUGHT OUT CANDIDATE Exceeding Standard
ATTITUDE	BE POSITIVE Eager to learn Eager to work	Negative or argumentative. Needs frequent prompting to engage with tasks.	Sometimes reluctant or argumentative. Needs prompting to engage with tasks.	Positive and engaged. Participates in tasks.	Exceptionally positive and engaged. Embraces tasks eagerly.
	BE COLLABORATIVE Work Well with Others Team player Willing to interact	Does not participate well with others, works alone during assigned group work. Needs repeated reminders to contribute positively to team efforts.	Sometimes has difficulty working with others. Disregards the input of others.	Works effectively and actively within a diverse group. Considers input of others.	Works exceptionally and actively within a diverse group, often as a leader. Embraces input of others.
INTEGRITY	BE RESPECTFUL Honest Considerate	Frequently dishonest and disrespectful. Frequently uses unprofessional language. Frequently inconsiderate of others and property.	Sometimes dishonest and disrespectful. Uses unprofessional language. Inconsiderate of others and property.	Honest and respectful. Uses professional language. Considerate of others and property.	Notably honest and respectful. Exceptional use of professional language. Very considerate and caring of others and property.
	BE TRUSTWORTHY Do what you say Say what you do Follow-through even when no one is watching Accountable	Frequently untrustworthy and unreliable. Frequently lacks follow-through on commitments. Frequently avoids accountability.	Sometimes untrustworthy and unreliable. Lacks follow-through on commitments. Avoids accountability.	Trustworthy and reliable. Follows through on commitments. Strives to make good decisions.	Exceptionally trustworthy and reliable. Represents class ethically. Impressive follow-through on commitments. Strives to make excellent decisions.
RESPONSIBILITY	BE PRESENT Attendance Punctuality Focused Effort	Frequent absences/tardies. Does not communicate about absences/tardies. Infrequently makes up missed work. Frequently lacks focused effort	Some attendance/tardy concerns. Sometimes fails to communicate. Inconsistently makes up missed work. Lacks focused effort.	Manages absences well. Promptness is a priority. Communicates about absences. Makes up missed work. Focused effort.	Manages absences very well. Promptness and attendance is always a priority. Communicates about absences. Makes up missed work punctually. Exceptionally focused effort.
	BE SAFE Safe practices/procedures Appropriate wear	Frequently disregards safety procedures. Disengaged during drills. Unsafe workspace and equipment use. Does not wear appropriate PPE, if applicable.	Disregards safety procedures. Disengaged during drills. Unsafe workspace and equipment use. Does not wear appropriate PPE, if applicable.	Follows safety procedures. Engaged during drills. Maintains organized workspace and proper equipment use. Uses PPE appropriately, if applicable.	Exceptional demonstration of safety procedures. Active engagement during drills. Notably organized workspace and proper equipment use. Uses PPE appropriately, if applicable.
	BE PREPARED Technology use Materials use	Frequently unprepared for class. Uses tech poorly. Frequently misses deadlines. Needs frequent reminders to keep cell phone in designated spot.	Often unprepared for class. Sometimes uses tech poorly. Misses deadlines. Needs reminders to keep cell phone in designated spot.	Prepared for class. Uses tech appropriately. Meets deadlines. Keeps cell phone in designated spot.	Exceptionally prepared for class. Uses tech appropriately. Meets deadlines often ahead of schedule. Keeps cell phone in designated spot.
INITIATIVE	BE PRESENTABLE Appearance Uniform	Poorly maintained attire/uniform. Unprofessional hygiene/grooming.	Inconsistent attire/uniform. Unprofessional hygiene/grooming.	Attire neat and clean. Professional hygiene/grooming.	Attire notably neat and clean. Exceptionally professional hygiene/grooming.
	BE VALUABLE Task-oriented Time-management	Frequently undependable. Frequent prompts to stay on task. Frequently mismanages time. Rarely pays attention to detail.	Occasionally undependable. Requires occasional prompts to stay on task. Mismanages time. Often overlooks details.	Dependable Stays on task. Manages time. Pays attention to detail.	Notably dependable. Completes tasks efficiently. Eager to accept additional tasks. Manages time exceptionally well. Exceptional attention to detail.
	BE SOLUTION-ORIENTED Open-minded Flexible/adaptable	Counterproductive attitude toward obstacles. Refuses to engage in problem-solving. Leaves all problems for others to solve.	Unproductive attitude toward obstacles. Reluctance for problem-solving. Leaves problems for others to solve.	Productive attitude toward obstacles. Engages in problem-solving.	Exceptional attitude toward obstacles. Clarifies problems and works actively to find solutions.