OALCF Task Cover Sheet

Task Title: Completing an Excellent Employee Checklist

Learner Name:
Date Started: **Date Completed:**
Successful Completion: Yes___   No___
Goal Path: Employment✓ Apprenticeship___   Secondary School___   Post Secondary___   Independence___
Task Description: It is important to understand the importance of conducting yourself in the right way in the workplace. In this task the learner will self-assess his character traits as they relate to being a good employee.

Competency:	**Task Group(s):**
A. Find and Use Information B. Communicate Ideas and Information	A1: Read continuous text B3: Complete and create documents

Level Indicators: A1.1:   Read brief texts to locate specific information   B3.1a: Make straightforward entries to complete very simple documents
Performance Descriptors: see chart on last page
Materials Required: • Excellent Employee Checklist   • Pen/pencil   • Highlighter

Instructor Preparation: Provide the learner with a copy of the Excellent Employee Checklist. Once completed, file the checklist in the learner's portfolio and review it from time to time to see if there have been changes.

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It is important to understand how important proper personal conduct is in the workplace.

Task 1: Read the items listed in the Excellent Employee Checklist.

Task 2: Put a check mark beside each item you think is an important trait to have in the workplace.

Task 3: Highlight or circle the items you think you need to work on.

Excellent Employee Checklist
(adapted from Business-in-a-Box http://www.biztree.com/)

❑ Be on time. If you're going to be late or absent, notify your supervisor as soon as possible.

❑ Understand that all relationships require trust, direction, communication and commitment to be successful.

❑ Keep yourself healthy, focused and alert at all times.

❑ Don't be afraid to admit mistakes. It is better to admit that you made a mistake, realize why you made the mistake, and then make sure you don't do it again.

❑ Don't be afraid to say, "I don't know." It is better to confess ignorance and learn the right way of doing things than to pass on, or rely on, false information that may be damaging to you and the company.

❑ Don't talk behind someone's back. Employers expect loyalty and best efforts. If you dislike your supervisor or the company let them know what is going on and try to work it out.

❑ Don't just punch the clock. If you run out of things to do during the workday, find out if there is anything else you can do to help bring value to the company, its clients, customers and other stakeholders.

❑ Find the value in the diversity of employees and customers.

❑ Dress correctly. Wear clothes that will make other people feel comfortable and that reflects your value to the company.

❑ Don't harass, discriminate, use profanity or tell off-colour jokes.

❑ Be honest and trustworthy. Follow the code of ethics found in the employee handbook.

❑ Think! Be creative and innovative.

❑ Follow the Golden Rule. Act with respect and responsibility to those around you.

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	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	• reads short texts to locate a single piece of information			
	• decodes words and makes meaning of sentences in a single text			
	• identifies the main idea in brief texts			
B3.1a	• makes a direct match between what is requested and what is entered			

This task: was successfully completed___   needs to be tried again___

Learner Comments

_____   _____

Instructor (print)   **Learner Signature**