WORK PERSONALITY PROFILE

Please describe the client’s observed work performance using the five options listed below to complete the 58 behavioral items.

4 = a definite strength, an employability asset
3 = adequate performance, not a particular strength
2 = performance inconsistent, potentially an employability problem
1 = a problem area, will definitely limit the person’s chances for employment
X = no opportunity to observe the behavior

1. _____ Sufficiently alert and aware
2. _____ Learns new assignments quickly
3. _____ Works steadily during entire work period
4. _____ Accepts changes in work assignments
5. _____ Needs virtually no direct supervision
6. _____ Requests help in an appropriate fashion
7. _____ Approaches supervisory personnel with confidence
8. _____ Is appropriately friendly with supervisor
9. _____ Shows pride in group effort
10. _____ Shows interest in what others are doing
11. _____ Expresses likes and dislikes appropriately
12. _____ Initiates work-related activities on time
13. _____ Accepts work assignments with instructions from supervisor without arguing
14. _____ Improves performance when shown how
15. _____ Works at routine jobs without resistance
16. _____ Expresses willingness to try new assignments
17. _____ Carries out assigned tasks without prompting
18. _____ Asks for further instructions if task is not clear
19. _____ Accepts correction without becoming upset
20. _____ Discusses personal problems with supervisor only if work related
21. _____ Accepts assignment to group tasks
22. _____ Seeks out coworkers to be friends
23. _____ Responds when others initiate conversation
24. _____ Conforms to rules and regulations
25. ______ Maintains satisfactory personal hygiene habits
26. ______ Changes work methods when instructed to do so
27. ______ Pays attention to details while working
28. ______ Maintains productivity despite change in routine
29. ______ Recognizes own mistakes
30. ______ Asks for help when having difficulty with tasks
31. ______ Comfortable with supervisor
32. ______ Gets along with staff
33. ______ Works comfortably in group tasks
34. ______ Appears comfortable in social interactions
35. ______ Initiates conversations with others
36. ______ Displays good judgment in use of obscenities and vulgarities
37. ______ Arrives appropriately dressed for work
38. ______ Maintains improved work procedures after correction
39. ______ Maintains work pace even if distractions occur
40. ______ Performs satisfactorily in tasks that require variety and change
41. ______ Initiates action to correct own mistakes
42. ______ Performance remains stable in supervisor’s presence
43. ______ Supportive of others in group tasks
44. ______ Joins social groups when they are available
45. ______ Listens while other person speaks, avoids interrupting
46. ______ Expresses pleasure in accomplishment
47. ______ Listens to instructions or corrections attentively
48. ______ Moves from job to job easily
49. ______ Needs less than average amount of supervision
50. ______ Offers assistance to coworkers when appropriate
51. ______ Is sought out frequently by coworkers
52. ______ Expresses positive feelings, such as praise, liking for others
53. ______ Displays good judgment in playing practical jokes or “horsing around”
54. ______ Transfers previously learned skills to new task
55. ______ Handles problems with only occasional help
56. ______ Assumes assigned role in group tasks
57. ______ Expresses negative feelings appropriately, such as anger, fear, sadness
58. ______ Controls temper