Name of client:	
Name of rater:	
Date:	

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

24. ____ Conforms to rules and regulations

23. _____ Responds when others initiate conversation

25 Mai	ntains satisfactory personal hygiene habits
26 Cha	inges work methods when instructed to do so
27 Pay	s attention to details while working
28 Mai	ntains productivity despite change in routine
29 Rec	ognizes own mistakes
30 Ask	s for help when having difficulty with tasks
31 Con	nfortable with supervisor
32 Get	s along with staff
33 Wor	rks comfortably in group tasks
34 App	pears comfortable in social interactions
35 Init	iates conversations with others
36 Disj	plays good judgment in use of obscenities and vulgarities
37 Arr	ives appropriately dressed for work
38 Mai	ntains improved work procedures after correction
39 Mai	ntains work pace even if distractions occur
40 Per	forms satisfactorily in tasks that require variety and change
41 Init	iates action to correct own mistakes
42 Per	formance remains stable in supervisor's presence
43 Sup	portive of others in group tasks
44 Join	ns social groups when they are available
45 List	ens while other person speaks, avoids interrupting
46 Exp	oresses pleasure in accomplishment
47 List	ens to instructions or corrections attentively
48 Mov	ves from job to job easily
49 Nee	eds less than average amount of supervision
50 Offe	ers assistance to coworkers when appropriate
51 Is s	ought out frequently by coworkers
52 Exp	presses positive feelings, such as praise, liking for others
53 Dis	plays good judgment in playing practical jokes or "horsing around"
54 Tra	nsfers previously learned skills to new task
55 Har	ndles problems with only occasional help
56 Ass	umes assigned role in group tasks
57 Exp	presses negative feelings appropriately, such as anger, fear, sadness
58 Cor	itrols temper

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