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