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| SO2 2013 | Name Quarter: |
| Date |  |  |  |  |  |  |  |  |  |
| Date |  |  |  |  |  |  |  |  |  |
| Grading Scale/ Prompting Scale |
| (4) – Zero infraction | (3) – One infraction | (2) – Two infractions  | (1) – More than two infractions  |
| I=Independent | Model=Shown>one | G=Gestural | V=Verbal  | T=Tactile |

Attendance

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| Score  |  |  |  |  |  |  |  |  |  |
| Infraction |  |  |  |  |  |  |  |  |  |
| Prompt |  |  |  |  |  |  |  |  |  |

A: Excused absence B: Unexcused absence C: Clocks In/Out D: Calls off when absent

Professional Appearance

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| Prompt |  |  |  |  |  |  |  |  |  |

A: Out of Uniform B: Shirt not tucked in C: Hygiene (clothing) D: Hygiene (body odor, grooming)

Professional Behavior

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| Prompt |  |  |  |  |  |  |  |  |  |

A: Refuses or is unable to work B: Completes job even though emotional C: Use appropriate language with peers/supervisorsD: Positive attitude

Initiative

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| Prompt |  |  |  |  |  |  |  |  |  |

A: Moves from one task to the next. B: Asks for more work/supplies C: Obtains more work/supplies when needed D: Is willing to do more than is required

 Independence

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| Prompt |  |  |  |  |  |  |  |  |  |

A: Work is completed independently B: Has all the correct supplies to complete work C: Begins work on own D:

Safety

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| Prompt |  |  |  |  |  |  |  |  |  |

A: Maintains safe work area B: Maintains Safe body (towards others and self) C: Aware of people and surroundings. D: Travels through/to and from job site safely.

Seeks Help

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| Prompt |  |  |  |  |  |  |  |  |  |

A: Recognizes there is a problem B: Knows who to ask for help C: Asks for help in a timely manner

Authority figures

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| Prompt |  |  |  |  |  |  |  |  |  |

 A: Greets authority figure by name B: Listens to directions from authority figures C: Responds to authority figures in a professional manner D: Maintains professional relationships with authority figures

Decisions

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| Prompt |  |  |  |  |  |  |  |  |  |

A: Makes positive (professional) choices during transition times and break times. B: Makes positive choices in the workplace C: Can decide where their assigned work area is. D: Honest

Directions and Regulations

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| Prompt |  |  |  |  |  |  |  |  |  |

A: Willingly follows directions B: Is in designated work area at all times C: Follow directions/regulations during break /transition times D: Informs supervisor when/why they are leaving their work station.

Time Management

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| Prompt |  |  |  |  |  |  |  |  |  |

A: Reports to work area on time B: Works until end of the work shift C: Uses the restroom during work times. D: Uses time at work wisely (productive)

Respect

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| Prompt |  |  |  |  |  |  |  |  |  |

A: Treats others kindly B: Tells others what to do (supervisor’s job) C: Maintains personal space D: Responds calmly when spoken to

Communication

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| Prompt |  |  |  |  |  |  |  |  |  |

A: Looks at supervisors and co-workers B: Responds when spoken to C: Uses correct voice volume D: Self-talk

Constructive Feedback

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| Prompt |  |  |  |  |  |  |  |  |  |

A: Listens to constructive feedback in a positive manner B: Is able to implement constructive feedback to improve work performance. C: Accepts constructive feedback as a tool for improvement D. Responds to constructive feedback in a positive manner

Quality

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A: Work is completed B: Work is completed at work speed or above C: Work area is set up correctly. D: Work area is clean and neat.

Stays on Task

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A: Focused on work B: Distracting others C: Productive D: Distracted by others

Flexibility

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| Prompt |  |  |  |  |  |  |  |  |  |

A: Adapts to change in schedule B: Works with different supervisors/co-workers without complaints C: Adapts to change in job site D: Adapts to change job

Comments

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