**WORK PHILOSOPHY**

**General Information**

Oct

**DIRECTIONS**: Discuss the responsibilities, expectations, attitude, and work ethics important for an outstanding employee. This assignment should be a minimum of two pages and in MLA format addressing the points listed below. Include introduction, supporting and informative paragraphs, and a conclusion. Also include information about how your personal characteristics compare to those of an outstanding employee. Use the template provided in the Learning Module, and complete the Self-Assessment portion of the rubric before submitting. Submit to the appropriate Canvas drop box.

**PROFESSIONALISM, RESPONSIBILITIES, & EXPECTATIONS**

1. Define professionalism in a sentence or 2.
2. Describe what your employer’s responsibilities and expectations of you are.
3. Describe how you are able to accomplish the things your employer expects of you

**ATTITUDE**

1. Describe your attitude?
2. Has it changed since you have been working?
3. What is the importance of a good attitude at work?
4. How can it help you?
5. How does body language express your attitude?

**WORK ETHICS**

1. Define ethics.
2. Define Integrity
3. Define Accountability
4. List a few examples of good ethical practice related to honesty, integrity, and accountability.

**TEAMWORK**

1. Explain how teamwork is used at your workplace.
2. Why is being able to work with a diverse group of people important?
3. Do you believe you are an asset in a team situation and why?
4. Explain what respect for diversity in the work place is.
5. Explain why respect for diversity in the work place is important.
6. Give some examples of respect for diversity in the work place.

**TIME MANAGEMENT & WORK HABITS**

1. What are good work habits at your job?
2. Explain any poor work habits you have witnessed at your job?
3. How do poor work habits affect the morale at your job?
4. Define time management
5. Define punctuality
6. List a few items discussing the importance of time management in the work place.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student:** | | | | |
| **WORK PHILOSOPHY**  **Rubric – Paper**  ***\**Turn In With Your Assignment*\**** | | | | |
| **Criteria** | **Points Possible** | | **Student Assessment** | **Points Earned** |
| **Professionalism, Responsibilities, & Expectations:** all information is included, explained clearly, and logically organized | 10 | |  |  |
| **Attitude:** all information is included, explained clearly, and logically organized | 15 | |  |  |
| **Work Ethics:** all information is included, explained clearly, and logically organized | 15 | |  |  |
| **Teamwork & Respect for Diversity:** all information is included, explained clearly, and logically organized | 15 | |  |  |
| **Time Management & Work Habits:** all information is included, explained clearly, and logically organized | 15 | |  |  |
| MLA formatting was used including proper heading, title, and double spaced. 12 point, Times New Roman was used. | 10 | |  |  |
| Spelling & Grammar | 10 | |  |  |
| Minimum of 2 pages, includes introduction and conclusion paragraphs | 10 | |  |  |
|  | **100** | |  |  |
| COMMENTS: | |  | | |