LC Work Scholars
Seven Performance Expectations

Attendance
- Is punctual and arrives on time for work as scheduled and/or required
- Gives advance notice of absences

Accountability
- Managed time well and is able to provide timely completion of job assignments
- Supports workplace policies and procedures including dress and safety requirements
- Ensures proper care of college equipment, facilities, materials, and work environment

Teamwork
- Demonstrates a willingness to work, support, and collaborate with supervisors and co-workers while promoting a positive atmosphere in the workplace for all people
- Demonstrates an understanding of the relationship of his/her work to the work of others within the department

Initiative
- Consistently completes job assignments without need for constant supervision
- Is a self-starter with the ability to adjust and adapt to change as needed

Respect
- Exhibits professional conduct in the workplace and interacts respectfully with all people including supervisors, co-workers and those being served
- Respectfully deals with conflict and differing points of view

Learning
- Enhances the effectiveness of co-workers and the department of sharing knowledge
- Demonstrates an interest in acquiring new skills

Job Specific
- The degree to which this student fulfills the basic labor requirements and objectives as set forth in his/her job description.
  - Meeting Expectations: The degree to which students fulfills the job-related requirements for the position.
  - Exceptional Performance: The maximum degree in which students take advantage and participate in the additional developmental aspects of the job, such as professional development opportunities

Revised with permission from Berea College