WANIC Workplace Expectations "The WANIC Way"

		NEEDS IMPROVEMENT	EMPLOYABLE	HIGHLY SOUGHT OUT CANDIDATE
ATTITUDE	**BE POSITIVE** Eager to learn Eager to work Eager to think Willing to interact	Repeatedly reminded to have a positive attitude with classmates, instructors, and guests. Needs frequent prompting to engage in some activities, assignments, and labs. Rarely contributes in a positive way with peers, instructors, and guests	Generally displays a positive attitude with classmates, instructors, and guests. Engages in all activities, assignments, and labs. Frequently contributes in a positive way with peers, instructors, and guests.	Always displays a positive attitude with classmates, instructors, and guests. Shows an eagerness for activities, assignments, and labs. Constantly contributes in a positive way with peers, instructors, and guests. Demonstrates leadership in learning.
RELIABILITY	**BE PRESENT** Attendance Punctuality	Not present daily. Exceeds professional leave. Tardy repeatedly. Does not communicate about absenteeism or tardiness.	Present daily. Does not exceed professional leave. On time. Communicates about absenteeism or tardiness.	Present daily. Minimally uses professional leave. On time. Communicates about absenteeism or tardiness.
RESPONSIBILITY	**BE SAFE** Safe practices Safe procedures Appropriate wear	Has been redirected about safety practices and procedures. Needs reminding to follow proper use of protective wear and equipment.	Uses proper protactive wear and equipment whenever needed. Properly uses and disposes of hazards. Has met proficiency on safety training assessments.	Promotes safe practices with peers. Uses proper protective wear and equipment whenever needed. Properly uses and disposes of hazards. Exceeds proficiency on safety training assessments.
PROFESSIONALISM	**BE PREPARED** Technology use Focused effort Solution-oriented Appropriate dress	Has been redirected multiple times for misuse of technology. Does not focus on problem-solving. Rarely puts forth best effort for assignments and tasks. Not dressed appropriately.	Uses technology in an appropriate manner, as per teacher instructions. Focuses on problem solving. Puts forth best effort for almost every assignments and tasks. Dresses appropriately.	Uses technology in an appropriate manner. Clarifies problems and finds solutions. Puts forth best effort above and beyond for assignments and tasks. Dresses professionally.
INITIATIVE	**BE VALUABLE** Task-oriented Collaborative Time-management Flexible/adaptive	Repeatedly prompted to keep classroom and lab neat, clean, and orderly. Reminded frequently to stay on task. Does not manage time well.	Keeps classroom and lab neat, clean, and orderly. Reminded infrequently to stay on task. Generally manages time well.	Keeps classroom and lab neat, clean, and orderly. Stays on task without prompting. Encourages others or prompts others to stay on task. Consistently manages time well.
RESPECT	**BE HONEST** Honesty Communication Follow class policies	Has been reprimanded for inappropriate language or non-compliance of professional procedures and standards.	Honest and trustworthy. Uses appropriate language. Follows procedures and protocols.	Honest and trustworthy. Uses professional language. Always follows procedures and protocols. Earns respect of peers.
INTEGRITY	**BE TRUSTWORTHY** Do what you say Say what you do Follow-through Customer-service oriented	Rarely uses respectful, courteous, and helpful language with classmates, instructors, and guests. Does not respect supplies, equipment, and property. Rarely follows through on commitments.	Frequently uses respectful, courteous, and helpful language with classmates, instructors, and guests. Properly uses supplies, equipment, and property. Frequently follows through on commitments.	Always uses respectful, courteous, and helpful language with classmates, instructors, and guests. Properly uses supplies, equipment, and property. Always follows through on commitments. Represents WANIC with high ethical standards.