

# Working Well with Co-workers

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mark + for strengths and - for items needing improvement on the \_\_\_\_.

High Mastery	Mastery	Not Yet
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- Interacts in a friendly manner with co-workers.**
- Talks in a friendly manner with co-workers.
  - Treats co-workers with tact and courtesy.
  - Uses language appropriate to workplace.
  - Listens attentively to the ideas of others.
  - Disagrees appropriately.

- Builds respect of co-workers.**
- Comes to work promptly and prepared.
  - Accepts fair share of responsibilities.
  - Completes responsibilities of the job.
  - Helps co-workers out when needed.
  - Uses materials and equipment appropriately.
  - Leaves common areas neat and clean after using.

- Respects the rights of co-workers.**
- Allows co-workers to concentrate on their work.
  - Respects the privacy of co-workers.
  - Respects the contributions of co-workers.
  - Allows co-workers to use materials and equipment.

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