



Industry Standards

3 R's of Professional Level of Expectations

RESPONSIBLE

- I arrive on time
- I am prepared for the day
- I am on task
- I manage my time efficiently
- I use electronic devices appropriately as defined for my workspace/classroom
- I inform my supervisor/instructor when I will be late or absent
- I take responsibility for missed work/assignments when late or absent
- I always dress appropriately, professionally and wear all my uniform and PPE
- I leave at my scheduled departure time
- I do more than is asked of me. The minimum is not enough.

Signature _____

RELIABLE

- I learn and grow from my mistakes
- I read for understanding before I begin
- I seek to understand rather than guess
- I request instruction when I don't understand; I research, plan, and assess
- I seek to contribute to my work-team/peers
- I communicate my needs to my supervisor/instructor
- I value my safety and the safety of those around me
- I clean-up each day
- I keep myself and my area organized and safe
- I strive to be a person of integrity in all that I do

Signature _____

RESPECTFUL

- I respect myself
- I treat others with respect
- I conduct myself in a professional manner
- I see beyond my individual needs
- I respect my co-workers'/peers' time
- I respect my coworkers'/peers' tools/instruments and space

Signature _____

PLEASE PRINT

LAST NAME _____

FIRST NAME _____

PROGRAM _____

AM PM