

Name of client: _____

Name of rater: _____

Date: _____

WORK PERSONALITY PROFILE

Please describe the client's observed work performance using the five options listed below to complete the 58 behavioral items.

- 4 = a definite strength, an employability asset
- 3 = adequate performance, not a particular strength
- 2 = performance inconsistent, potentially an employability problem
- 1 = a problem area, will definitely limit the person's chances for employment
- X = no opportunity to observe the behavior

1. _____ Sufficiently alert and aware
2. _____ Learns new assignments quickly
3. _____ Works steadily during entire work period
4. _____ Accepts changes in work assignments
5. _____ Needs virtually no direct supervision
6. _____ Requests help in an appropriate fashion
7. _____ Approaches supervisory personnel with confidence
8. _____ Is appropriately friendly with supervisor
9. _____ Shows pride in group effort
10. _____ Shows interest in what others are doing
11. _____ Expresses likes and dislikes appropriately
12. _____ Initiates work-related activities on time
13. _____ Accepts work assignments with instructions from supervisor without arguing
14. _____ Improves performance when shown how
15. _____ Works at routine jobs without resistance
16. _____ Expresses willingness to try new assignments
17. _____ Carries out assigned tasks without prompting
18. _____ Asks for further instructions if task is not clear
19. _____ Accepts correction without becoming upset
20. _____ Discusses personal problems with supervisor only if work related
21. _____ Accepts assignment to group tasks
22. _____ Seeks out coworkers to be friends
23. _____ Responds when others initiate conversation
24. _____ Conforms to rules and regulations

25. _____ Maintains satisfactory personal hygiene habits
26. _____ Changes work methods when instructed to do so
27. _____ Pays attention to details while working
28. _____ Maintains productivity despite change in routine
29. _____ Recognizes own mistakes
30. _____ Asks for help when having difficulty with tasks
31. _____ Comfortable with supervisor
32. _____ Gets along with staff
33. _____ Works comfortably in group tasks
34. _____ Appears comfortable in social interactions
35. _____ Initiates conversations with others
36. _____ Displays good judgment in use of obscenities and vulgarities
37. _____ Arrives appropriately dressed for work
38. _____ Maintains improved work procedures after correction
39. _____ Maintains work pace even if distractions occur
40. _____ Performs satisfactorily in tasks that require variety and change
41. _____ Initiates action to correct own mistakes
42. _____ Performance remains stable in supervisor's presence
43. _____ Supportive of others in group tasks
44. _____ Joins social groups when they are available
45. _____ Listens while other person speaks, avoids interrupting
46. _____ Expresses pleasure in accomplishment
47. _____ Listens to instructions or corrections attentively
48. _____ Moves from job to job easily
49. _____ Needs less than average amount of supervision
50. _____ Offers assistance to coworkers when appropriate
51. _____ Is sought out frequently by coworkers
52. _____ Expresses positive feelings, such as praise, liking for others
53. _____ Displays good judgment in playing practical jokes or "horsing around"
54. _____ Transfers previously learned skills to new task
55. _____ Handles problems with only occasional help
56. _____ Assumes assigned role in group tasks
57. _____ Expresses negative feelings appropriately, such as anger, fear, sadness
58. _____ Controls temper

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