

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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