

Performance Expectations

Attendance

- Is punctual and arrives on time for work as scheduled
Acts with Integrity and Caring, Work as a Team, LLG #5
- Give advance notices of absences
Acts with Integrity and Caring, Work as a Team, LLG #5

Accountability

- Manages time well and is able to provide timely completion of job assignments
Acts with Integrity and Caring, Work as a Team, LLG #5
- Supports workplace policies and procedures including dress and safety requirements
Acts with Integrity and Caring, Work as a Team
- Ensures proper care of college equipment, facilities, materials, and work environment
Encourage Plain and Sustainable Living, LLG #2

Teamwork

- Demonstrates a willingness to work, support, and collaborate with supervisors and co-workers while promoting a positive atmosphere in the workplace for all people.
Work as a Team, Value All People, Celebrate Work Well Done, Serve Others, LLG #2, #4, & #5
- Demonstrates an understanding of the relationship of his/her work to the work of others
- within the department.
Work as a Team, Exhibit Enthusiasm for Learning

Initiative

- Consistently completes job assignments without need for constant supervision.
Serve Others, Act with Integrity and Caring, LLG #5
- Is a self-starter with the ability to adjust and adapt to change as needed
Celebrate Work Well Done, Serve Others, LLG #2

Respect

- Exhibits professional conduct in the workplace and interacts respectfully with all people including supervisors, co-workers and those being served
Value all People, Act with Integrity and Caring, Work as a Team, LLG #3
- Respectfully deals with conflict and differing points of view
Value all People, Work as a Team, LLG #4

Learning

- Enhances the effectiveness of co-workers and the department by sharing knowledge
Exhibit Enthusiasm for Learning
- Demonstrates an interest in acquiring new skills
Exhibits Enthusiasm for Learning, LLG #5
- Seeks to reflect and understand the value of the job and how it relates to personal development
Exhibits Enthusiasm for Learning, LLG #1, #5, & #6

Job Specific

- The degree to which this student fulfills the basic labor requirements and objectives as set forth in his/her job description.
Meeting Expectations for the position is the degree to which students fulfill the job related requirements for the position while Exceptional Labor Performance would relate to the degree in which student take advantage and participate in the additional developmental aspects of the job such as the learning opportunities, etc...

Workplace Expectations:

- 1) Exhibit enthusiasm for learning
- 2) Act with integrity and caring
- 3) Value all people
- 4) Work as a team
- 5) Serve others
- 6) Encourage plain and sustainable Living
- 7) Celebrate work well done

Labor Learning Goals (LLG)

- 1) To develop and sustain habits of understanding all working as both independent and interdependent contribution to a community integrating labor, learning, and service.
- 2) To develop and sustain understandings of working well in community - of what it is to work well, of how to work well, of why work well. This may include systems and interrelationships within workplaces and community, general principles grounding specific tasks, and practices pertaining to use of resources and sustainability.
- 3) To develop and sustain abilities to communicate, collaborate, and interact with others as compassionate and caring human beings; as diverse people both similar and different from each other; and as co-workers with shared goals.
- 4) To develop and sustain abilities to solve novel, complex, multifaceted problems as they arise, whether working collaboratively or individually.
- 5) To develop and sustain both basic workplace habits (e.g., timeliness, healthy attitudes about working and co-workers, motivation to work well, flexibility and discipline, accountability and initiative, willingness to learn and to share learning, etc.) and job-specific practical skills, abilities, or knowledge (e.g., software).
- 6) To develop and sustain abilities to learn how to learn, including habits of offering and accepting constructive criticism and habits of effective reflection, including reflection about broad, deep issues related to labor, work, and the world of work beyond Berea.
- 7) To develop understandings of self (interests, abilities) and of the changing world of work in order to promote habits of responsible deliberation about possibilities for future work:
 - work chosen to fit individuals' interests and abilities (i.e., work as a vocation or calling),
 - work chosen to address needs of others and community (i.e., working as serving),
 - work chosen as an important, enjoyable, and valuable activity (i.e., work as fulfilling),
 - work chosen in light of those harmonies that constitute living well (i.e., work as aspect of multi-faceted life).