
ACTIVITY 6.2 | Expected Employee Behaviors

Place a check mark next to those behaviors you expect of your staff. Then go back and place an X next to those behaviors you have a difficult time getting.

I expect employees to:

Time

- Be on time for work, meetings, and appointments.
 - Be prompt in returning from breaks.
 - Be responsible for their own time, taking breaks and lunch when needed.
 - Give early notification of absences due to illness.
 - Stick to assigned break and lunch times.
 - Give requests for vacation time in advance.
 - Meet deadlines on projects and tasks.
 - Give advance notification of deadlines that can't be met.
 - Other: _____
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Taking Initiative and Solving Problems

- Suggest improvements and solutions.
 - Participate in staff meetings by discussing and sharing.
 - Work together to find solutions to problems.
 - Take independent action to deal with problems, then tell me about it.
 - Use good judgment about when to ask me before they take independent action.
 - When carrying out delegated tasks, check in with me as planned.
 - Other: _____
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Announcing Problems and Giving "Bad News"

- Let me know when there's a problem so we can fix it.
 - Tell me when they disagree.
 - Let me know when they are having difficulty.
 - Tell me about complaints from clients/customers.
 - Let me know when a mistake has been made.
 - Other: _____
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Communication

- Let me know when something is unclear or confusing.
 - Ask if they don't understand.
 - Speak English on the job.
 - Make no derogatory remarks about another group.
 - Not speak another language around others who do not understand.
 - Other: _____
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