



BRACE™ Work Adjustment Profile

INSTRUCTIONS: For each PERFORMANCE CATEGORY (I-V), first decide on a PERFORMANCE LEVEL (Unsatisfactory through Outstanding) based on the examples provided. Then cover with a solid dot (●) the step number (0-9) within that Performance Level that most accurately reflects the person's job performance (0 is almost in the next lower Performance Level, 9 is almost in the next higher Performance Level). Overall scores for each PERFORMANCE CATEGORY range from an Unsatisfactory of 0.0 to an Outstanding of 4.9.

Note: The three examples (A, B, and C) given for each Performance Category are general types of behaviors displayed at that Performance Level --- not necessarily the specific behaviors displayed. These are just examples ... However, if one or more of the examples listed are clearly characteristic, circle the A, B, or C. Additionally, circle all other examples that are clearly characteristic.

ACTIVITY	DATES COVERED: _____ TO _____		<u>PERFORMANCE LEVELS</u>				
	0. UNSATISFACTORY (steps)	1. MARGINAL (steps)	2. SATISFACTORY (steps)	3. ABOVE AVERAGE (steps)	4. OUTSTANDING (steps)		
PERFORMANCE CATEGORIES							
I. <u>MOTIVATION AND EFFORT</u> -Willingness to expend the energy necessary to learn and do the job. -Cognitive and physical investment in work.	0 1 2 3 4 5 6 7 8 9 A. Gives up easily, quits at first opportunity; sleeps. B. Actively refuses to learn or do job; noncompliant. C. Only works under direct supervision; plays.	0 1 2 3 4 5 6 7 8 9 A. Requires unnecessary prompting. B. Publicly "bad mouths" job & the merits of work. C. Energy and attention spent on non-work activities.	0 1 2 3 4 5 6 7 8 9 A. Completes assigned tasks to level of ability. B. Works to meet minimum standards. C. Pays attention to learn and perform duties.....	0 1 2 3 4 5 6 7 8 9 A. Initiates and continues work without prompting. B. Meets standards and volunteers for extra duty. C. Well established work ethic, stable over time; Reliable.	0 1 2 3 4 5 6 7 8 9 A. Consistently gives 100% effort to learn and do job. B. Consistently positive effort and attitude about work. C. Eager to learn, always on task.		
II. <u>TIME MANAGEMENT</u> -Patterns of attendance and promptness. -Keeping productively occupied. -Organization & planning.	0 1 2 3 4 5 6 7 8 9 A. Poor focus; no effort to meet deadlines. B. Makes excuses to be late/absent; leaves work area. C. Treats work as a joke; unconcerned.	0 1 2 3 4 5 6 7 8 9 A. Easily distracted; wastes time and energy. B. Argues about time and work. C. Actively creates diversions and distractions.....	0 1 2 3 4 5 6 7 8 9 A. Organized and prepared to work. B. Rarely tardy. Starts work as scheduled. C. Follows established work plan	0 1 2 3 4 5 6 7 8 9 A. Completes work ahead of schedule. B. Makes positive work suggestions. C. Organizes own work place and materials for following day.	0 1 2 3 4 5 6 7 8 9 A. Anticipates and solves problems. B. Overcomes obstacles; creates new work projects. C. Good self-manager; works independently.		
III. <u>RESPONSE TO SUPERVISION</u> -Response to structure, limits, and authority. -Compliance and response to instruction & criticism.	0 1 2 3 4 5 6 7 8 9 A. Chronic whining and complaining; demands attention. B. Argues, hostile, rejects instruction and supervision. C. Ignores personal boundaries & limits	0 1 2 3 4 5 6 7 8 9 A. Inappropriately seeks attention and interaction. B. Subversive of authority; competes for control. C. Plays to take center stage.....	0 1 2 3 4 5 6 7 8 9 A. Asks for help only when needed. B. Accepts correction without complaint. C. Appreciates supervisor's job duties and role...	0 1 2 3 4 5 6 7 8 9 A. Pays close attention to instructions and attempts to please. B. Cooperative and easy to supervise. C. Approaches job duties seriously.	0 1 2 3 4 5 6 7 8 9 A. Readily accepts new/extra duties. B. Appreciates constructive criticism; improves. C. Consistently respectful and mature in conduct.		
IV. <u>RELATIONSHIP WITH PEERS, CO-WORKERS</u> -Ability to work cooperatively with others. -Respect for the rights and responsibilities of others. -Contribution to stress.	0 1 2 3 4 5 6 7 8 9 A. Easy victim, scapegoat. B. Provokes, agitates, bullies, threatens, mocks. C. Emotionally manipulative, shallow, deceitful.	0 1 2 3 4 5 6 7 8 9 A. Naive, gullible, easily influenced. B. Is disruptive, tries to control and intimidate others. C. Always tries to be the center of attention.....	0 1 2 3 4 5 6 7 8 9 A. Avoids conflict situations. B. Works cooperatively with others. C. Demonstrates good self-control.	0 1 2 3 4 5 6 7 8 9 A. Adaptively exercises rights; is accepted by peers. B. Demonstrates positive leadership. C Helps others succeed.	0 1 2 3 4 5 6 7 8 9 A. Is respected and valued by peers. B. Positive role model; encourages others by example. C. Decreases overall stress in the workplace.....		
V. <u>SAFETY AND SECURITY</u> -Knowing and following standard procedures. -Risk management. -Accident prevention. -Judgment.	0 1 2 3 4 5 6 7 8 9 A. Careless, accident prone. B. Intentionally puts others at risk. C. Reckless, breaks rules for fun.	0 1 2 3 4 5 6 7 8 9 A. Often speaks and acts without thinking. B. Intentionally violates safety rules. C. "Horseplays" .	0 1 2 3 4 5 6 7 8 9 A. Learns/follows basic safety rules. B. Concerned for safety of others. C. Appreciates the seriousness of safety.	0 1 2 3 4 5 6 7 8 9 A. Consistently "Thinks safety". B. Cares for and is careful with tools and equipment. C. Actively supports safety.	0 1 2 3 4 5 6 7 8 9 A. Plans for safety. B. Is alert to hazards and acts to eliminate them. C. Role model for following safety procedures.		

(Print Name) Completed by _____
Date signed/authenticated: _____

Signature

Title

Name: _____
Number: _____
Program/Location: _____