

August: Work Philosophy



Directions: Type a minimum of a 1 page paper discussing the responsibilities, expectations, and work ethics **you believe to be important for an outstanding employee, intern or an apprentice.** Include information about how your personal characteristics compare to those soft skills listed below and discussed in orientation. Type in essay format: Introduction, Supporting and Informative Paragraphs, and a conclusion.

Formatting:

At LEAST one page – average is about 1.75 pages for a philosophy that earns an A

Use TNR or Calibri

12 point font size

Double Space

Use Header

Shannon Boyer

Work Philosophy

August 2016

First line after header Entitle **Work Philosophy** (Left Aligned) Bold

GA BEST QUALITIES TO USE IN ESSAY

- Attitude
- Initiative
- Flexibility
- Organization
- Discipline
- Integrity
- Respect
- Effective Communication
- Teamwork
- Attendance and Punctuality
- Customer Service
- Critical Thinking and Problem Solving
- Technology Usage and Social Media Ethics
- Professionalism
- Adherence to Policy

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Company Policies & Procedures Manual

<<<< WAIVER >>>>>>

Your mentor and or supervisor listed in the initial training agreement should be presented this waiver if you believe the company to not have a Policies and Procedures manual, brochure, pamphlet, agreement, etc.

Part of the Work Based Learning/ Youth Apprenticeship grade requires the student, **(student first and last name)** _____, to be aware of the policies and procedures manual at your company **(Company Name)** _____.

You are receiving this waiver due to the student reporting that the company meets one of the below reasons for not providing them with a manual. This form will allow the student to exempt the grade for this requirement.

Please CHECK the appropriate box.

- Company does not have a manual for the student to review
- Company manual is more than 25 pages and is online and would be costly for student to print
- Company manual is confidential and is not allowed to be distributed outside of proprietary employees
- Other: (please briefly explain) _____

Mentor/Supervisor Name: (Print) _____

Mentor/Supervisor Signature of Agreement: _____

Date: _____