

## WORK QUALITY REPORT: SELF CHECK

Use this form to report on your work.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Task:** \_\_\_\_\_

Quality	Exemplary	Appropriate	Could Improve
✓ Used tools carefully			
✓ Followed directions accurately			
✓ Solved problems constructively			
✓ Communicated appropriately			
✓ Demonstrated professionalism			
✓ Stayed on task and on time			

RECOGNITION—what was particularly effective?

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MORE PROGRESS: HOW I CAN IMPROVE IN THE FUTURE

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