

# Accountability

A person's willingness to admit mistakes, accept responsibility for them, learn from mistakes, accept feedback constructively, monitor the quality of their work when unsupervised; and display an honest and ethical approach to work and others in the workplace.

VERBAL

## From USUALLY to ALMOST ALWAYS up to ALWAYS

- Admits/reports errors
- Is truthful about actions and events
- Accepts feedback constructively
- Apologetic for errors, lateness, etc.

## From RARELY to SOMETIMES up to USUALLY

- Expresses reluctance to take blame for their mistakes, but is open to discussion
- Stretches the truth or tries to avoid it
- Accepts feedback but grudgingly

## From NEVER to RARELY

- Makes excuses for errors
- Attempts to blame others for errors
- Tells or spreads lies about others
- Rejects feedback

PHYSICAL

## From USUALLY to ALMOST ALWAYS up to ALWAYS

- Reports instances of theft in the workplace
- Does not steal or cheat
- Keeps commitments
- Guards against theft for self and others
- Accurately logs time
- Competes fairly for advancement
- Behaves the same when unsupervised

## From RARELY to SOMETIMES up to USUALLY

- Tries their best when unsupervised under certain conditions (task, time or location dependent)
- Demonstrates little regard for the property of others (careless or wasteful but not theft)
- Late without notice
- May be reluctant to accept responsibility, but eventually will do so

## From NEVER to RARELY

- Steals from the workplace or coworkers
- Cheats on time sheets
- Creates unfair situations in order to excel
- Does not work well if unsupervised
- Late without notice nor reason