

Presentation

The way a person presents themselves to others in terms of their dress and adornments, hygiene, etiquette and manners, and language.

VERBAL

From USUALLY to ALMOST ALWAYS up to ALWAYS

- No swearing
- Appropriate volume
- Appropriate word choice and conversation skills
- Awareness of when to use formal vs. casual speech

From RARELY to SOMETIMES up to USUALLY

- Poor grammar
- Use of inappropriate slang
- Overly loud or quiet speech
- Confusion over formal vs. casual speech

From NEVER to RARELY

- Use of swearing
- Use of sexual innuendo
- Unwilling to speak or Excessive speaking
- Inappropriate sharing of personal details
- Use of bigoted language- Yelling
- Inability to use more formal speech requirements when required

PHYSICAL

From USUALLY to ALMOST ALWAYS up to ALWAYS

- Aware of and demonstrates appropriate manners in social situations
- Understands social and cultural conventions such as hand shaking , eye contact, etc.
- Clean and well groomed (hands, skin, hair, nails, teeth)
- Appropriate personal habits and mannerisms (hands away from face, posture, etc.)

From RARELY to SOMETIMES up to USUALLY

- Distracting gestures or mannerisms (twitches, compulsive behaviours). These may be medical in nature, but should still be considered if they are an employment barrier.
- Poor posture (slouching, etc.)

From NEVER to RARELY

- Rude behaviours such as pushing, not waiting turn, carelessness
- Appears to be under the influence of drugs or alcohol
- Unwilling to shake hands
- Inappropriate touching
- Unpleasant body or breath odour
- Dirty hands, skin, hair, nails, teeth, etc.
- Poor personal habits (nail biting, picking nose, scratching etc.) or mannerisms.
- Dirty or torn clothes
- Clothes with inappropriate pictures, words, slogans, etc.
- Inappropriate visible body art or adornment
- Sexually explicit clothing (visible underwear, excessive exposure, etc.)
- Unsafe clothing, hair or jewelry