Work Readiness Pre/Post Assessment

Workplace Etiquette / Work Ethic

Name: _______________________________  Date: __________

Instructions: Read each question and circle the correct answer.

1. If your job begins at nine o'clock and ends at five o'clock, where should you be at 9:00 a.m.?
   a. on your way from the employee lounge with your coffee.
   b. at your workstation or desk.
   c. in the restroom because that's the time you normally have to go.
   d. just running in the door

2. It is your first week at a new job and you wake up feeling sick. What do you do?
   a. call your boss and tell them you will not be coming in.
   b. go back to bed and explain later that you felt sick.
   c. arrive on time and do your best throughout the day; ask to leave later only if you absolutely must
   d. arrive at work on time and tell your boss how you feel.

3. Your schedule ends at five o'clock, so 15 minutes before five o'clock you should be
   a. putting on your coat.
   b. finishing up your work until 5:00.
   c. walking out the door.
   d. killing time by chatting with a co-worker.

4. While at work, you need to receive an important call from your child's school. You should
   a. keep your cell phone on so that you can get the call.
   b. keep your pager on so the school can page you.
   c. alert office staff that you are expecting an important call.
   d. stay home for the day so you can receive the emergency phone call.

5. You just got a new job and you're nervous about your first day of work. What should you do?
   a. call in sick on the first day.
   b. call your friend as soon as you get there so that he or she can talk you through it.
   c. take a deep breath and tell yourself that it is normal and you will do OK.
   d. have an alcoholic drink before you start so you can calm down.
6. Your best friend buys you a nice belly shirt and you want to wear it right away. You should
   a. wear it to work because it is very pretty and you think they will like it.
   b. wear it to work and have a good excuse ready just in case.
   c. check your employee handbook or ask about the dress code rules before you wear it to work.
   d. wear it after you’ve talked about it a lot so they won’t be surprised.

7. You have a question about your vacation time and the dress code. What do you do?
   a. schedule a time to meet with your boss to discuss these questions.
   b. just knock on your boss’s door and ask your questions.
   c. stop your boss in the hall and ask these questions.
   d. ask a co-worker who has been there longer because they probably know the answer.

8. Co-workers tell you about a rumor that your boss is going through a divorce. You should:
   a. confirm that you also heard the rumor.
   b. ask them about the circumstances because you like your boss and feel sorry.
   c. tell other co-workers so that they will be extra nice to the boss.
   d. reply about how unfortunate that is and leave without joining the conversation.

9. Your boss is giving you and other employees instructions about how to use the new computer
   system. You forgot to bring a pen and paper so you should:
   a. reach onto the boss’s desk for a pen and piece of paper.
   b. just listen, and hope that you remember everything they told you.
   c. plan to borrow your co-worker’s notes later.
   d. ask if you may borrow a piece of paper and pen.

10. Your boss asks you to complete a task on the computer that you have never been trained to
   do. You should:
    a. tell them it’s not in your job description.
    b. tell them you’d like to help but you’ve never been shown how to do this task.
    c. attempt to do it and hope it turns out right.
    d. become angry at your boss and make sure everybody knows it.

Facilitator: Click HERE for answer key