

Human Relations on the Job Quiz

INSTRUCTIONS: In the following situations, check the action you think is best.

1. Jane is a work study student and often does her homework during slow periods at work. Ms. Perez, her supervisor should:
 a. Leave her alone.
 b. Discuss the issue with Jane and explain that it is not acceptable to do homework at work.
 c. Fire her.
2. Tom, the computer programmer, is handicapped. His co-worker Jim should:
 a. Go out of his way to be especially nice.
 b. Avoid Tom so that he (Jim) will not feel uncomfortable.
 c. Treat Tom as he would anyone else.
3. Pat has recently been late for work. Her supervisor should:
 a. Have someone cover for her.
 b. Explain to Pat that she needs to be on time or will be terminated.
 c. Ignore the problem and hope that Pat will soon start coming to work on time again.
4. Lee has completed his work assignment with several errors. Ms. Johnson should:
 a. Show Lee the errors and ask him to correct them.
 b. Give it to someone else to do.
 c. Show Lee the errors and explain to him how the work could be improved, then ask him to correct it.
5. Sheila needs someone to help her with a rush work assignment. Amy, whom Sheila has often helped out in similar situations, has refused to help Sheila saying, "It isn't my work." Sheila should:
 a. Talk to Amy and explain how unfair she feels this is.
 b. Never help Amy out again.
 c. Tell her supervisor how uncooperative Amy is.
6. It is Betty's first day at Hudson Manufacturing. She is very anxious to make friends. She should:
 a. Spend the first day "chatting" with her co-workers.
 b. Listen to gossip and find out all that she can about her co-workers.
 c. Relax and let friendships develop.