

Work Habits

The majority of people who lose their jobs lose them because of poor work habits rather than because they cannot do their work. Usually you are aware of any poor work habits that give you trouble.

INSTRUCTIONS: To see if you know what work habits are good ones, read each statement carefully to see if it is true or false. Circle either T or F at the beginning of each statement.

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| T | F | 1. It is better to ask questions than to make mistakes. |
| T | F | 2. Being late is okay if you work harder than anyone else when you are there. |
| T | F | 3. If possible, mistakes should be covered up. |
| T | F | 4. Following directions shows you are willing to learn. |
| T | F | 5. It is necessary to call your supervisor when you are sick. |
| T | F | 6. Cleanup is necessary only if you finish early. |
| T | F | 7. When overtime work is necessary, employees should be willing to work. |
| T | F | 8. It is okay to return late from break if other employees do it. |
| T | F | 9. Personal appearance is always important. |
| T | F | 10. Employees can expect promotions to be automatic. |
| T | F | 11. It is okay to criticize your boss if he/she gives you a hard time. |
| T | F | 12. It is okay to talk with your fellow employees during work time about what is happening on the weekend and after hours because this is helping interpersonal relations. |