What Makes A Good Employee?

Evaluate your workplace ethics by answering each of the following statements based on the way it describes you. Mark A for always, S for sometimes and N for never. Calculate your answers by following the instructions below.

_____ I possess and daily exhibit a strong ethic.
_____ I strive to work hard and perform at a high level giving it 100%.
_____ I am able to solve problems, and I like finding solutions to problems.
_____ I get along with people.
_____ I have good communication skills, both verbal and nonverbal.
_____ I follow directions well and like to coordinate ideas, plans and people.
_____ I have a positive attitude with most things and show an interest in my job by looking for avenues for advancement.
_____ I have good people skills with which I fit into the workplace and strive to please customers.
_____ I am prompt and arrive to work on time.
_____ I am reliable and show up to work on every scheduled work day.
_____ I have a neat, clean appearance. It is important to me to bathe every day, wear clean clothes and practice good hygiene.
_____ I am willing to share responsibility with others instead of trying to do everything by myself.
_____ I am able to resist bad advice and actions from co-workers.
_____ I am able to positively influence people.
_____ I am a good listener and respect what others have to say.

Give yourself two points for each answer marked with A and one point for each answer marked with S. Add up your total points. If you scored 25 or more, you have good workplace ethics; 20-24, you have workplace potential; 15-19, you have a good start; 18 or less, you may need to work on your workplace ethics.

__________ A answers x 2 = __________
__________ S answers x 1 = __________

Total Score __________

How can you improve your workplace ethics?

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____________________________________________________________________________________
____________________________________________________________________________________

A Look at Workplace Ethics
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