

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?
