

Keep That Job!

A Report Card of Your Progress on Your New Job

You've invested great time and effort into your **job search**. You've **dressed to impress** and convinced the employer that you are the best candidate for the job. You've been **hired and trained**, but how well are you **performing** in your job? Are you an asset or a liability to the company? Are you likely to **keep that job**? Taking time to **assess your strengths and weaknesses NOW** could prevent **job loss LATER!**

Give yourself a grade on the following items:

	A Excellent	B Good	C I need to work on this	D OOPS - Danger!	F I'm lucky I haven't been fired for this!
1. I arrive to work on time and leave on time.					
2. I return from breaks on time.					
3. I am rarely out sick or miss work. When I am out, I always follow the company's policy on absenteeism.					
4. I know when to ask questions or get help.					
5. I take pride in my work and go the "extra mile" to get the job done.					
6. I dress appropriately for work according to company protocol.					
7. I refrain from engaging in gossip on the job.					
8. I use e-mail and Internet for professional purposes only.					
9. I can accept constructive criticism.					
10. I get along well with my supervisor.					
11. I follow the company's protocol regarding chain of command.					
12. I am able to separate "work" from "personal life."					
13. I can work effectively with all coworkers, even if they are not personal friends.					
14. I am able to deal with stress on the job and can control my emotions.					
15. If I make a mistake on the job, I take responsibility for it rather than casting blame on others.					
16. I am an asset to the company rather than a liability. I believe that my work is important to the company's success.					

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