****

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employability Skills Area: Team Work and Work Habits**

**Assignment Name: Work Habits**

Here are some quick tips to being a good employee. Answer the following statements about your work habits. Determine which of your skills are “on target” and which might need some improvement by choosing “Always,” “Sometimes,” or “Never.”

**1. I get to work on time. If I am going to be late, I call and let my boss know.** [Always • Sometimes • Never]

**2. I rarely miss work. If I am going to miss work, I let my boss know ahead of time (or call if I am sick).** [Always • Sometimes • Never]

**3. I work as hard as I can.** [Always • Sometimes • Never]

**4. I pay close attention to my work.** [Always • Sometimes • Never]

**5. I do my work as I am told. If I am unable to do something or have questions, I ask my supervisor or co-workers.** [Always • Sometimes • Never]

**6. I am friendly on the job.** [Always • Sometimes • Never]

**7. I try to solve problems that come up.** [Always • Sometimes • Never]

**8. I follow safety and company rules.** [Always • Sometimes • Never]

**9. I use materials and equipment properly** [Always • Sometimes • Never]

**10. I behave professionally.** [Always • Sometimes • Never]

**.** Mastering Soft Skills for Workplace Success

**NOW, ANSWER THE FOLLOWING QUESTIONS:**

**Based on the descriptions above, which ability are you most proud and why?**

**What area would you like to improve in and list some strategies to help you become better in this area?**