

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 email 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 Co-workers, 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. | | | | | |