**EMPLOYMENT SKILLS QUIZ**

Name: Date:

1. Name five things that employers expect regarding work performance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Name three things that an employee can do to perform a job more safely:
2. List four ways that an employee can be cooperative on the job:
3. True or False: Being on time and getting along with others are common employer expectations. \_\_\_\_\_\_\_\_\_
4. A worker’s output is known as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. Thinking about a problem and making the right decision is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ means being direct, honest, and polite – not arrogant.
7. Explain how a positive attitude can help you get a raise or a promotion.
8. List two important ways to make criticism constructive:
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is handling problems, criticism, and pressures effectively.