**Essential Elements of Professionalism (Pretest)**

*\*\*\*Take this test at the beginning of the unit.\*\*\**

Teamwork is an essential element of professionalism. Employers expect employees to work well together. Being a good employee means being a good team player.

**Directions:** Answer the questions below to determine whether or not you are a good team player.

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 times (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 behavior professionally.

**Always** **Sometimes** **Never**

1. Based on the descriptions above, I am most proud of my ability to:

1. One area I’d like to improve is:

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3. Some strategies I might use as I work to improve this skill is?

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