

### Personal Characteristics and Behavior at the Workplace

Complete the questionnaire about what you would consider your personal characteristics and acceptable behavior in the work atmosphere. Provide an explanation for each one.

Yes	No	Behavior	Explanation
		Motivation to take the necessary action to achieve a goal	
		Dealing ineffectively with conflict	
		Integrity – I am committed to a strong code of moral and artistic values	
		Not accepting responsibility for failures	
		Giving credit to others	
		I possess good communication skills	
		Responsive to people’s feelings and needs	
		Completing projects on time	
		Creating an environment for people to distrust and not respect each other	
		Working closely and smoothly with others	
		Good time management	
		Strong work ethic – I take pride in my work and doing a good job	
		Enthusiasm – I never lose my eagerness to learn and grow	
		I am dependable	