

Assessment

Your First Thirty Days ***Revised Edition***

The objectives of this book are:

- To explain techniques of human relations skills
- To discuss your job productivity
- To show how to deal with new job situations
- To discuss problems you may encounter

■ CRISP_{series}

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Assessment Questions for Your First Thirty Days, Revised Edition

Select the best response.

1. When you move into a new job, you can anticipate that:
 - A. Everyone will welcome you
 - B. You will receive whatever help you need
 - C. Your present skills will fill your needs
 - D. All of the above
 - E. None of the above

2. To become part of a team, you must adapt to its customs, habits, and performance standards.
 - A. True
 - B. False

3. Your expected productivity will:
 - A. Include intangibles
 - B. Be measured
 - C. Not always be clearly defined
 - D. All of the above
 - E. B and C

4. It is more important in the first thirty days to get a job done than to insist on quality.
 - A. True
 - B. False

5. In your first week, you should attend mainly to:
 - A. Productivity progress
 - B. Human relations progress
 - C. Balanced productivity and human relations progress

6. If your supervisor does not communicate with you in your first week, you should:
 - A. Wait for the supervisor to initiate communication
 - B. Initiate communication

7. The best way to build a positive relationship with your supervisor is to build good relationships with your fellow workers.
 - A. True
 - B. False

8. It is customary to use the second week in a new job to:
 - A. Work primarily on human relations skills
 - B. Get your personal productivity up to the standard
 - C. Try to meet 10 new people

9. If you make a mistake in a new job situation, you should:
 - A. Learn from your mistake
 - B. Keep your sense of humor
 - C. Avoid difficult new tasks
 - D. All of the above
 - E. A and B

10. If you are asked to perform a skill that is above your ability:
 - A. Avoid letting your supervisor know your skill level
 - B. Do it anyway
 - C. Get tutoring as soon as possible
 - D. All of the above
 - E. B and C

11. It is the responsibility of new employees to bring their skills up to standard and beyond.
 - A. True
 - B. False

12. A preferred communication style for a new employee is:

- A. Through your work, not your voice
- B. Very friendly and involved with everyone
- C. Modestly assertive
- D. Any of the above
- E. A or C

13. If you are teased by co-workers when you begin a job, you should:

- A. Tell your supervisor immediately
- B. Laugh and go on with your work
- C. Accept teasing unless it is harmful
- D. All of the above
- E. B and C

14. During your third week, your productivity should:

- A. Improve from weeks one and two
- B. Be comfortable for your co-workers
- C. Be the best you can make it
- D. All of the above
- E. A and B

15. Regarding camps and cliques, you should:

- A. Avoid joining any of them
- B. Evaluate them and the join one if you can
- C. Let it be known that you disapprove of them
- D. All of the above
- E. B and C

16. If you draw a difficult supervisor:

- A. Adjust to the supervisor's style
- B. Ask for a change as soon as possible
- C. Avoid mentioning mistakes you make
- D. All of the above
- E. A and C

17. If you are assigned work that you don't know how to do, you should:
- A. Ask for help from an informed person
 - B. Study on your own before beginning
 - C. Refuse the assignment
 - D. Do it anyway
 - E. A and B
18. Your new organization will improve its productivity best if you:
- A. Exceed your associates' productivity
 - B. Make it more comfortable for associates to produce
 - C. Get additional training
 - D. All of the above
19. If your supervisor is difficult or inept, you should:
- A. Concentrate on your job
 - B. Try to focus on productivity rather than personality
 - C. Try to build a good relationship
 - D. All of the above
 - E. A and B
20. With a co-worker who is difficult to relate to, you might:
- A. Avoid the person
 - B. Pay a compliment
 - C. Ask for advice
 - D. Discuss your problem with a colleague
 - E. B and C
21. You can avoid job stress by:
- A. Regulating your work tempo
 - B. Building relationships
 - C. Joining a small circle of people
 - D. All of the above
 - E. A and B

22. After thirty days, you should meet with your supervisor to:
- A. Make clear what you have learned
 - B. Clarify areas of difference in viewpoint
 - C. Review your responsibilities
 - D. All of the above
 - E. A and C
23. If you move frequently from firm to firm, you will be judged:
- A. A loser
 - B. By the reputation you created in each job
 - C. Unreliable
 - D. By your training rather than your experience
24. It is as dangerous to become careless about human relationships as it is to neglect improving productivity.
- A. True
 - B. False
25. Success in a job requires:
- A. Job skills and productivity
 - B. Communication skills and professional image
 - C. Positive attitude and self-confidence
 - D. Wise time management
 - E. All of the above

**Answer Key for
Your First Thirty Days, Revised Edition**

Recommended response (Corresponding workbook page)

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|-----------|------------|------------|------------|------------|
| 1. E (6) | 6. B (26) | 11. A (37) | 16. A (53) | 21. E (55) |
| 2. A (9) | 7. A (27) | 12. E (41) | 17. E (37) | 22. D (71) |
| 3. D (10) | 8. B (33) | 13. E (43) | 18. B (61) | 23. B (63) |
| 4. B (23) | 9. E (39) | 14. E (49) | 19. D (53) | 24. A (61) |
| 5. C (20) | 10. C (35) | 15. A (52) | 20. E (51) | 25. E (69) |