

“On-the-Job”

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|---------------|---------------|--------------|
| Name: | | |
| Grade: | Class: | Date: |

1. I understand the importance of learning and following my job’s rules—both written and unwritten.

☐ Disagree ☐ Unsure ☐ Agree ☐ Strongly Agree

2. I understand that working together is important on the job, and I can identify three ways to encourage teamwork.

☐ Disagree ☐ Unsure ☐ Agree ☐ Strongly Agree

3. I can describe the differences between how I talk on the phone at home and how I talk on the phone at work.

☐ Disagree ☐ Unsure ☐ Agree ☐ Strongly Agree

4. I understand that planning, scheduling, and managing money are very important on the job, and that asking a manager for help can be important to my success.

☐ Disagree ☐ Unsure ☐ Agree ☐ Strongly Agree

5. I recognize the importance of planning ahead when considering a job change. I can also describe how I could appropriately and effectively ask for a promotion.

☐ Disagree ☐ Unsure ☐ Agree ☐ Strongly Agree