



Professionalism in the Workplace and First Year on the Job

(Source: Salisbury University Career Services)

After reading *Professionalism in the Workplace and First Year on the Job* answer the following questions based on the information in the article.

1. What is the goal(s) of a “How am I doing?” meeting?
 - a. Collaborate on a clear job description
 - b. Inquire about a pay raise
 - c. Give constructive criticism to your supervisor
 - d. Seek out promotion opportunities
2. According to research done by York College, what is one skill that employers are NOT interested in?
 - a. Willingness to listen carefully and with attention
 - b. Ability to communicate respectfully and clearly
 - c. Motivation to climb the corporate ladder
 - d. Attention to appearance
3. The thing(s) that matter the most in the first 30 days of the job are:
 - a. How you are accepted
 - b. How you perform beyond expectations
 - c. Both A and B
 - d. A, but not B
4. In an “Expectations Meeting” with your boss you should:
 - a. See if your priorities match your boss’s objectives
 - b. Engage the boss in casual conversation
 - c. Inquire about salary raises
 - d. Ask your boss about office politics
5. How can students learn professionalism while they are still in college?
 - a. Coming to class on time
 - b. Taking responsibility for poor work
 - c. Being a self-appointed leader of a group
 - d. Both A and B
6. In a recent survey of HR professionals, what percentage of respondents said professionalism is a quality of the person, not the field?
 - a. 88%
 - b. 75%
 - c. 50%
 - d. 100%
7. When studying office culture, a new employee should:
 - a. Attempt to change the culture for the better
 - b. Control the impulse to compare to previous jobs
 - c. Respect the office culture and adapt to it
 - d. Both B and C
8. True or False: In the first 30 days on the job you should attempt to find a mentor?
 - a. True
 - b. False
9. In a recent survey of HR professionals, when asked what qualities college grads should possess they responded:
 - a. Projection of a positive image
 - b. Independent thought and action
 - c. Verbal and written communication skills
 - d. All of the above
10. Which of the following is a way that you can display your professionalism in the workplace?
 - a. Open up to co-workers about personal problems
 - b. Turn off your cell phone
 - c. Keep to yourself throughout the day
 - d. Communicate casually, as if with friends



11. As a general rule, when should you arrive to the office each day?
- a. Exactly on-time
 - b. 15 minutes early
 - c. 30 minutes early
 - d. A few minutes late
12. During your first 30 days, in observing how others dress, you should:
- a. Try to stand out with your dress
 - b. Attempt to blend in
 - c. Dress like the boss
 - d. Both A and C
13. How often should you schedule a check-in meeting with your boss/supervisor during the first 3 months of your employment?
- a. Once
 - b. Twice
 - c. As often as your boss wants
 - d. Three times
14. What is a common mistake that new hires often make in the first 30 days on a job?
- a. Communicating poorly
 - b. Trying to change things too fast
 - c. Lacking integrity
 - d. All of the above
15. In a recent survey of HR professionals, what one trait was most often ascribed to unprofessional employees?
- a. Poor communication skills
 - b. Poor work ethic
 - c. Sloppy appearance or dress
 - d. Asking too many questions

Short Answer Questions

16. Describe how the office you're in for your internship displays professionalism. Give an example of a time one co-worker has shown professionalism to another?

17. How can your internship location improve upon its professionalism toward one another?

18. How can you, personally, improve upon your own professionalism to make you a better worker?