



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

