

Evaluate Your Reputation

	most of the time	some of the time	never true
1. Are you dependable?	2	1	0
a. Do you work well without supervision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Do you help out at home?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Do you arrive at school on time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Do you finish assignments on time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Total	_____		
2. Is your appearance acceptable?	2	1	0
a. Do you bathe or shower every day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is your hair clean and neat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Do you brush your teeth every day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Are your clothes neat and clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Total	_____		
3. Are you eager to learn?	2	1	0
a. Do you like to learn new things at school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Do you make up work when you are absent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Do you want to learn a new sport or hobby?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Do you want to learn a new job skill?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Total	_____		
4. Are you honest?	2	1	0
a. Do you do what you say you will do?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are you honest with others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Do you return things that are not yours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Do you do what is right?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Total	_____		
5. Do you take initiative?	2	1	0
a. Do you do chores without being told?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Do you do extra work at school or home?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Do you come up with ideas for things to do?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Do you finish school work before it is due?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Total	_____		

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6. Do you cooperate with others?	2	1	0
a. Do you get along with your family?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Do you help others when you can?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Do you get along with others at school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Is it easy to work with others on projects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Total	_____		
7. Can you accept criticism?	2	1	0
a. Do you stay calm with your parents? when they tell you to change clothes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Do you learn from people who criticize you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Do you stay calm when someone tells you what you did wrong?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Do you accept criticism from your teachers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Total	_____		
8. Are you loyal?	2	1	0
a. Can you keep a secret for a friend?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Do you help out a friend in trouble?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Do you say good things about your family?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Do you say good things about your school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Total	_____		
9. Are you positive and enthusiastic?	2	1	0
a. When something good happens to a friend, are you happy for them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are you excited to go to school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Do you feel good about your life?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. When you talk to your friends, are you usually upbeat and positive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Total	_____		
10. Do you show respect to others?	2	1	0
a. Do you stop and listen when someone is talking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Do you politely greet everyone you see?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Do you have polite conversations with adults?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Are you nice when your parents give you a chore?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Total	_____		

Scoring & Goal Setting

Add all section totals for a final score: _____

If your score for all areas is:

60 - 80: you have qualities you need to build a good reputation on the job

40 - 59: you need improvement in some areas.

Below 40: you need to improve in several areas to be a good employee.

If your section total is:

7 - 8: you do not need to improve in this area.

5 - 6: you need to improve in this area.

Below 5: you need much improvement in this area.

To build a positive reputation on the job, write the steps you will take to improve areas with scores of 5 or below. For example:

Area to improve: I need to improve my initiative.

Steps to take: I will do my homework before it is due.

I will do my chores without being told.

I will set up things to do with friends.

1. Area to improve: _____

Steps to take: 1. _____

2. _____

3. _____

2. Area to improve: _____

Steps to take: 1. _____

2. _____

3. _____

3. Area to improve: _____

Steps to take: 1. _____

2. _____

3. _____