
Work Habits Inventory

Directions: Carefully read the descriptions given for each of the qualities listed below. Then place a check mark on the blank next to the statement which, in your opinion, most accurately describes you.

1. COOPERATION (ability to get along with others)
 - I work against rather than with others
 - I find it difficult to get along with others
 - I usually get along with others
 - I get along with others
 - I get along well with others, I am friendly and helpful

2. INITIATIVE (tendency to go ahead)
 - I need to have repeated instruction
 - I need to be urged to do things
 - I do routine work acceptably
 - I am fairly resourceful, do well by myself
 - I am resourceful, look for things to learn and do

3. COURTESY
 - I am often discourteous to others
 - I am sometimes not courteous in action or speech
 - I am usually courteous and considerate of others
 - I am considerate and courteous of others
 - I am always very courteous and considerate

4. ATTITUDE TOWARD CONSTRUCTIVE CRITICISM
 - I resent any criticism
 - I do not pay much attention to criticism
 - I accept constructive criticism and try to change
 - I accept constructive criticism and improve greatly

5. SUPERVISION
 - I usually need constant supervision to complete routine tasks
 - I need frequent supervision to complete routine tasks
 - I need occasional supervision while doing routine tasks
 - I need little supervision while doing routine tasks
 - I do not need supervision while doing routine tasks

6. ACCURACY OF WORK
 - I am very careless about my work
 - I am frequently inaccurate and careless
 - I make errors; I show average care, thoroughness and neatness
 - I make few errors; I am careful, thorough, and neat
 - I seldom make errors and do work of very high quality.

Work Habits Inventory (continued)

7. WORK ACCOMPLISHED

- I am very slow; output is unsatisfactory
- I am slower than average; output is mediocre
- I work with ordinary speed; output is generally satisfactory
- I work rapidly; output is above average
- I am fast and efficient; output is well above average

8. TIME USAGE

- I waste time and need to be prodded along
- I waste time and need some supervision
- I waste time occasionally but am usually reliable
- I seldom waste time and am reliable
- I am industrious and concentrate very well

9. ADAPTABILITY

- I can't adjust to change
- I have difficulty adapting to new situations
- I adjust to change after instruction
- I adjust to change readily
- I find it pleasant to adapt and meet changes

10. PERSONAL APPEARANCE (neatness and personal care)

- I am careless about my appearance
- I sometimes neglect my appearance
- I make an effort to improve my appearance
- I care about my appearance; I look neat most of the time
- I am extremely careful about my appearance; I look very neat all of the time

11. ATTENDANCE (school work, or organizations to which I belong)

- I am frequently absent
- I am not regular enough in attendance
- I am average in my attendance
- I am almost always in attendance
- I am never absent except for an unavoidable emergency

12. PUNCTUALITY

- I am frequently tardy
- I am very often tardy
- I could improve my punctuality
- I am seldom tardy
- I am never tardy except for an unavoidable emergency

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Grade 9 Module: Life Career Management Skills
Handout No. 2 "Work Habits Inventory"