



## Rating My On-the-Job Values

1. Print this worksheet.
2. Use a pencil to fill in a truthful score.

4=Very High, 3=High, 2=Average, 1=Below Average, 0=No rating.

3. Average your scores at the bottom for an overall score.
4. Use another worksheet to compare your personal values with the values being followed at your workplace.

Job Value:	Your Score:	Influences on your score:
<i>Honesty</i> — You are either honest or not. Minor infractions are less serious than corporate embezzlement, but they still affect your values.		<ul style="list-style-type: none"><li>○ Have you ever taken home office supplies or paper?</li><li>○ Have you ever let the company pay for an expensed lunch or padded your travel expenses?</li><li>○ Have you ever purchased personal items using company funds?</li></ul>
<i>Integrity</i> —Integrity denotes strength and stability. It means taking the high road by practicing the highest ethical standards. Demonstrating integrity shows soundness in your character and in your organization.		<ul style="list-style-type: none"><li>○ Have you ever taken a course of action that benefited your area rather than your company or your customers?</li><li>○ Have you ever discredited others in another department to reduce the credit they might get for a new program or idea?</li></ul>
<i>Ethics</i> —Blaming others, claiming you are a victim or passing the buck may solve short-term crises, but refusal to take responsibility erodes respect and cohesion in an organization. Ethical people take responsibility for their actions. Likewise, actions show the ability to be responsible both in the little and big things.		<ul style="list-style-type: none"><li>○ Have you ever dodged responsibility for actions you took or decisions you made that led to problems for the company?</li></ul>



# My Writing Resources

Clear, Concise Communications

<b>Job Value:</b>	<b>Score:</b>	<b>Influences on your score:</b>
<p><i>Quality</i>—should extend to every aspect of your work. A person who recognizes quality and strives for it daily has a profound sense of self-respect, pride in accomplishment, and attentiveness that affects everything. From your e-mail, reports, to your presentations, everything you touch should communicate professionalism and quality.</p>		<ul style="list-style-type: none"><li>○ Have you ever produced inferior work or allowed others to get away with low quality results?</li><li>○ Before you send them out, are your written documents as clear and succinct as you can make them?</li><li>○ Do you encourage feedback from people who are good at catching errors in your final drafts?</li></ul>
<p><i>Trust</i>—Trust is hard to earn and even harder to get back after you've lost it. Everyone who comes in contact with you or your company must have trust and confidence in how you do business.</p>		<ul style="list-style-type: none"><li>○ Can you be trusted to keep confidential information to yourself?</li><li>○ Do you share negative gossip with others?</li></ul>
<p><i>Respect</i>—Respect is more than a feeling, but a demonstration of honor, value, and reverence for something or someone. We respect the laws, the people we work with, the company and its assets, and ourselves.</p>		<ul style="list-style-type: none"><li>○ Do people respect you and your values in your workplace?</li><li>○ Is your opinion asked for when policies or procedures are being formulated?</li><li>○ Do people come to you with ideas or questions?</li></ul>
<p><i>Teamwork</i> — How do peers feel about your performance. Do they consider you essential to the team or a loner. What is your reputation? One who completes his/her assignments or never quite completes what is requested or hands off to others never checking on how they did.</p>		<ul style="list-style-type: none"><li>○ Do you ever offer support to others when a project is getting close to a deadline?</li><li>○ Do you assist others even when it isn't your responsibility to do so?</li><li>○ Are people happy to have you on a special project when hard work looms ahead?</li></ul>
<p><i>Tact</i> — Is the ability to communicate concerns in such a way as to give your listener (peer subordinate or supervisor) an opportunity to problem solve without being put upon or feeling defensive?</p>		<ul style="list-style-type: none"><li>○ Do you take into consideration the fears, style and concerns of the person you are talking to before broaching a sensitive topic?</li><li>○ Do you offer possible solutions when you bring up problems?</li><li>○ Are you good about listening?</li></ul>



<b>Job Value:</b>	<b>Score:</b>	<b>Influences on your score:</b>
<i>Leadership</i> —Managers, project leads, supervisors and executives should uphold the ethical standards for the entire organization. A leader is out front providing an example that others will follow.		<ul style="list-style-type: none"><li>○ Would people want to work for you if they had a choice?</li></ul>
<i>Autonomy</i> — How much of the writing and other creative work that I am responsible for requires approval? How much influence do I have in my organization?		<ul style="list-style-type: none"><li>○ Do I want to get my supervisor's buy-in or is it a requirement?</li><li>○ Am I a trusted contributor to the organization?</li><li>○ Is my endorsement good enough for my management?</li><li>○ If I feel strongly that it is a bad idea can I stop the train?</li></ul>
<i>Tolerance</i> — This value describes the feeling of comfort when it comes to job stability. Could you be fired for missing a goal or making an error?		<ul style="list-style-type: none"><li>○ How safe do I feel in my job?</li><li>○ Does the company appreciate my efforts?</li><li>○ Would my management punish me for inadvertent mistakes?</li></ul>
<b>Average Score</b>		