

Evaluate Your Reputation

Never true	Most of the time	Some of the time
1. Are you dependable? 0	2	1
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 and to classes 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? 0	2	1
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? 0	2	1
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?

Section Total _____

4. Are you honest?
0

2

1

a. Do you do what you say you will do?

b. Are you honest with others?

c. Do you return things that are not yours?

d. Do you do what is right?

Section Total _____

5. Do you take initiative?
0

2

1

a. Do you do chores without being told?

b. Do you do extra work at school or home?

c. Do you come up with ideas for things to do?

d. Do you finish school work before it is due?

Section Total _____

6. Do you cooperate with others?
0

2

1

a. Do you get along with your family?

b. Do you help others when you can?

c. Do you get along with others at school?

d. Is it easy to work with others on projects?

Section Total _____

7. Can you accept criticism?	2	1
0		
a. Do you stay calm with your parents <input type="checkbox"/> when they tell you to change clothes?	<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 <input type="checkbox"/> tells you what you did wrong?	<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, <input type="checkbox"/> are you happy for them?	<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 <input type="checkbox"/> usually upbeat and positive?	<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 sections totals for a final score of _____.

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 multiple 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. _____