**SELF-CHECK 3**

**DEMONSTRATE WORK VALUES**

**MULTIPLE CHOICE:**

1. This summarizes the essential responsibilities, activities, qualifications and skills for a role.

| 1. Job title | 1. Job function | 1. Job description |
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1. It is used to describe the skills and qualities needed to perform a certain job.

| 1. Job title | 1. Job function | 1. Job description |
| --- | --- | --- |

1. It is a name for a position; a job function is more detailed. Job titles imply certain functions but may not explain all the complex tasks that an employee performs.

| 1. Job title | 1. Job description | 1. Job function |
| --- | --- | --- |

1. Employers value employees who understand and possess a willingness to work hard

| 1. Strong Work Ethic | 1. Self – Motivated | 1. Honesty and Integrity |
| --- | --- | --- |

1. Employers seek employees who take the initiative and have the motivation to get the job done in a reasonable period of time.

| 1. Self – Motivated | 1. Adaptability | 1. Possessing a Positive Attitude. |
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1. Employers look for employees who require little supervision and direction to get the work done in a timely and professional manner.

| 1. Self – Motivated | 1. Adaptability | 1. Honesty and Integrity |
| --- | --- | --- |

1. An act of behaving in an ethical, moral, honest and honorable way – even when you know no one is watching.

| 1. Professionalism | 1. Integrity | 1. Orderliness |
| --- | --- | --- |

1. Getting to work on time shows that you are respectful of the company and your duties

| 1. Lead by Example | 1. Be accountable | 1. Show up on Time and Work Your Hours |
| --- | --- | --- |

1. This means accepting responsibility for producing positive results.

| 1. Be accountable | 1. Integrity | 1. Professionalism |
| --- | --- | --- |

1. Regardless of your position and status in the company, you should set a good example to those around you.

| 1. Lead by Example | 1. Be accountable | 1. Integrity |
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1. Employees can take a paid 30-minute lunch each shift.

| 1. Use of Technology | 1. Employee Break Policy | 1. Plagiarism |
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1. Employees are free to wear jeans, t-shirts, sweatshirts and leggings that are not see-through.

| 1. Use of Technology | 1. Plagiarism | 1. Dress Code Policy |
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1. During working hours, employees are only permitted to use gadgets such as cellphones, social media or the internet for personal use while on break.

| 1. Use of Technology | 1. Break Policy | 1. Plagiarism |
| --- | --- | --- |

1. At our company, we value giving credit when credit is due.

| 1. Break Policy | 1. Plagiarism | 1. Dress Code Policy |
| --- | --- | --- |

1. When posting company-related content on social media, employees must express they are posting on behalf of themselves and not the company.

| 1. Break Policy | 1. Dress Code Policy | 1. Use of Technology Policy |
| --- | --- | --- |

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| 1. Adaptability | 1. Honesty and Integrity | 1. Self – Motivated |
| --- | --- | --- |

1. Good relationships are built on trust.

| 1. Honesty and Integrity | 1. Self – Motivated | 1. Strong Work Ethic |
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1. Employers seek employees who are adaptable and maintain flexibility in completing tasks in an ever changing workplace

| 1. Self – Motivated | 1. Adaptability | 1. Honesty and Integrity |
| --- | --- | --- |

1. It prevents companies from discriminating against job applicants or employees if they are a member of a protected class (e.g, race, gender, age, religion, familial status, color).

| 1. Employee Disciplinary Action Policy | 1. Workplace Health and |
| --- | --- |
| 1. Equal Opportunity Policy | 1. Employee Complaint Policy |

1. Grievances are formal complaints your employees can file to document their concerns with an aspect of their workplace.

| 1. Employee Disciplinary Action Policy | 1. Workplace Health and |
| --- | --- |
| 1. Equal Opportunity Policy | 1. Employee Complaint Policy |

1. Some of the most important company policies involve discipline and employee conduct

| 1. Employee Disciplinary Action Policy | 1. Workplace Health and |
| --- | --- |
| 1. Equal Opportunity Policy | 1. Employee Complaint Policy |

1. Having a standard way to request a day off or take vacation leave will help things run more smoothly in the office

| 1. Employee Disciplinary Action Policy | 1. Workplace Health and |
| --- | --- |
| 1. Attendance, Vacation and Time-Off Policy | 1. Employee Complaint Policy |

1. It’s important to provide your employees with a safe and healthy work environment, especially since workplace health and safety violations can cause harm to your employees, cost your business money and damage your reputation

| 1. Employee Disciplinary Action Policy | 1. Workplace Health and Safety |
| --- | --- |
| 1. Attendance, Vacation and Time-Off Policy | 1. Employee Complaint Policy |