**SELF-CHECK 2**

**WORK WITH OTHERS**

1. **MULTIPLE CHOICE:**
2. A type of group forms naturally around the workplace as, and when, the people involved feel like it. These could be ‘interest’ or ‘friendship’ groups.

| 1. semi-formal | 1. informal | 1. formal |
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1. This type of work team is created to complete a particular task or project.

| 1. project team | 1. self-managed team | 1. participative work team |
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1. In these groups, relationships and procedures are regulated through formal processes, as in formal meetings

| 1. semi-formal | 1. informal | 1. formal |
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1. Cooperation is essential for developing the ability to relate effectively to management, customers/clients and colleagues, to work as a team and to communicate well at an interpersonal level

| 1. Seek Assistance When Difficulties Arise | 1. Behave in a Courteous and Helpful Manner | 1. Complete Allocated Tasks as and When Required |
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1. It is a very useful tool as it involves the employee in the evaluation process. This helps to clarify an employee’s role and reduces role conflict.

| 1. Self-appraisal | 1. Peer appraisal | 1. Appraisal by superiors |
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1. It is a process where all members of the group express any ideas or solutions that occur to them without logic or deep thought—quickly and at random.

| 1. Brainstorming | 1. Groupthink | 1. Group size |
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1. How a group performs tasks can be affected by its size.

| 1. Brainstorming | 1. Groupthink | 1. Group size |
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1. This group happens when members are of the same socioeconomic background, have the same attitudes, values and needs, and respect and hold one another’s competencies in high regard.

| 1. Group size | 1. Groupthink | 1. Group cohesion |
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1. If there is a lack of unity in a team, and dissatisfaction and low morale, the climate is negative and the team will be less effective

| 1. Team climate | 1. Group size | 1. Group cohesion |
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1. It is when a team or group make decisions without weighing all the pros and cons, and agree for the sake of agreeing.

| 1. Team climate | 1. Group size | 1. Group cohesion |
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1. They enjoy the benefit of security of tenure provided by the Philippine Constitution and cannot be terminated for causes other than those provided by law and only after due process is given to them.

| 1. Permanent Employment | 1. Fixed Employment | 1. Casual Employment |
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1. A document intended to provide job applicants with an outline of the main duties and responsibilities of the role for which they are applying.

| 1. Job Title | 1. Job Description | 1. Job Purpose |
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1. It is defined when an employee is hired for a specific project or undertaking and the employment duration is specified by the scope of work and/or length of the project.

| 1. Casual Employment | 1. Seasonal Employment | 1. Project Employment |
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1. This type is common practice to Retail, Food and Beverage, Hospitality and other related industries as augmentation to their workforce to cover for the demand during peak seasons.

| 1. Casual Employment | 1. Seasonal Employment | 1. Project Employment |
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